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X Graduate, Undergraduate,  
*and*  
Non-Academic Courses,

1969-1970 X



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CURRENT SERIAL RECORDS

GRADUATE SCHOOL

UNITED STATES DEPARTMENT  
OF AGRICULTURE

EDUCATION FOR THE FEDERAL COMMUNITY

# Calendar for 1969–1970

## FALL SEMESTER

Sept. 6–13	Registration (Late fee charged after Sept. 13)
Sept. 15–19	Classes begin
Sept. 26	Last day of course transfer without late fee
Oct. 10	Deferred payments due
Oct. 24	Deadline for credit-audit change
Nov. 11	Veterans Day—no classes
Nov. 27	Thanksgiving Day—no classes
Dec. 24–Jan. 1	Christmas holidays—no classes
Jan. 2	Classes resume
Jan. 9	Close of fall semester *

## SPRING SEMESTER

Jan. 17–24	Registration (Late fee charged after Jan. 24)
Jan. 26–30	Classes begin
Feb. 6	Last day of course transfer without late fee
Feb. 20	Deferred payments due
Feb. 23	Holiday for George Washington's Birthday—no classes
Mar. 6	Deadline for credit-audit change
May 15	Close of spring semester *

## SUMMER SESSION

May 25–30	Registration (Late fee charged after May 30)
June 1–5	Classes begin
June 5	Last day of course transfer without late fee
June 12	Deferred payments due
June 19	Deadline for credit-audit change
July 3	Holiday for Independence Day—no classes
August 7	Close of summer session *

\* Class meetings that are missed for any reason will be made up. Classes are not held on days when Government offices are closed early or all day due to hazardous weather conditions.



# CATALOG

*of the* GRADUATE SCHOOL *of the*  
UNITED STATES DEPARTMENT OF  
AGRICULTURE



FALL—SPRING—SUMMER

1969-70

*Please keep this catalog for use in the  
Spring and Summer*

This Catalog, published annually by the Graduate School, contains the graduate and under-graduate programs for the fall and spring semesters and the summer session. The right is reserved to make changes in the course offerings as circumstances require. Bulletins on correspondence study and special programs are available upon request.

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# UNITED STATES DEPARTMENT OF AGRICULTURE

CLIFFORD M. HARDIN, *Secretary of Agriculture*

## GRADUATE SCHOOL

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# General Information

## PURPOSE OF THE SCHOOL

The objective of the Graduate School of the United States Department of Agriculture has always been to improve the Federal Service by providing needed educational opportunities for Federal employees. The Graduate School has six main programs: resident evening, special, correspondence, international, public lectures, and the press. Graduate study is a primary interest of the School, but it also offers a large number of undergraduate as well as non-credit courses. All courses are open to qualified employees of the Federal Government and to other qualified persons as facilities permit.

## FOUNDING OF THE SCHOOL

The statute that established the Department of Agriculture in 1862 gave it the responsibility to "disseminate agricultural information in the broadest sense of the word." From the beginning, employees of the Department were educators. It soon became apparent that they needed opportunity to continue their education while working.

The Secretary of Agriculture expressed in 1898 the need of the Department for an organization such as the Graduate School. There was special need for continuing education for young scientists doing research in the Department. No action was taken at that time. However, shortly after the First World War, when the demand for qualified personnel became acute throughout the Federal Government, the Congressional Joint Committee on the Reclassification of Salaries recommended that the departments of the Government give more attention to the development of opportunities within the Federal Service for the continuing education of their employees. Accordingly, the Secretary of Agriculture appointed in 1920 a special committee to explore the matter. After consideration of the findings of the committee and after consultation with leading educational institutions and other government departments and agencies, the Secretary established the Graduate School in 1921. He said at that time: "I believe those who may be able to avail themselves of this opportunity will both enrich themselves and enhance the value of the service they render."

## ACCREDITED STANDING

The Graduate School does not grant degrees and has never sought that authority. It prefers to give courses of standard graduate and undergraduate quality, to assure that quality through the competence of its instructors, and to cooperate with the degree-granting institutions. A student should consult *in advance* of registration with the college or university from which he wishes to receive academic credit for courses taken in the Graduate School.

The United States Civil Service Commission accepts the credits of the Graduate School, for examination and qualification purposes, on the same basis as those from accredited colleges and universities.

## ADMINISTRATION

The government of the Graduate School is vested in a General Administration Board appointed by the Secretary of Agriculture. The functions of this Board are similar to those of a board of trustees of a college or university. The School is administered by a director and a small administrative staff. It is nonprofit and receives no Federal funds.



The resident evening program in Washington is organized into eight departments. Each department is directed by a departmental committee composed of a chairman and members of recognized competence in a particular field. The committees organize and give general administrative direction to the curricula of the departments. Some departments are divided into smaller academic areas and are directed by subcommittees subject to the approval of the departmental committee. There is also a Special Program Committee to advise on offerings designed for particular needs of departments and agencies of the Federal Government. The eight departmental chairmen, together with the chairmen of the Special Program and Correspondence Committees, make up the Council of the Graduate School. The Director serves as chairman. Similar committees direct other activities.

### TEACHING

The faculty of the Graduate School is recruited mainly from scholars employed in the Federal Service. Most faculty members have taught in the colleges and universities in the United States and abroad before joining the Federal Government. They want to maintain academic contacts and like to teach. Thus they are attracted to the Graduate School. Because their positions in the Federal Government relate closely to the subjects they teach in the evening, they bring a fresh academic point of view and a practical approach to the classroom.

### LIBRARY RESOURCES

The student body of the Graduate School has access to the noted library facilities in the capitol of the United States. There is a large library in the Department of Agriculture, containing more than one million volumes on agriculture and other subjects. Supplementing the Department Library is a collection of books supplied by the Graduate School. In addition, students can draw upon the rich storehouses of the Library of Congress, the Smithsonian Institution, the National Archives, and other exceptional special libraries.

### CERTIFIED STATEMENTS OF ACCOMPLISHMENT

Certified statements of accomplishment are offered in accounting, administrative procedures, editorial practices, financial management, general engineering, graphic arts, library techniques, natural history field studies, oceanography, public administration, statistics, surveying and mapping, and systems design. A student interested in working toward a certified statement of accomplishment in any of these fields should plan his proposed course of study with the Registrar. The requirements for each statement are listed under the appropriate Department in this volume.

The certified statement of accomplishment is offered to encourage the student to complete a well-rounded program in his chosen field of study. Each student who receives a certified statement is also given a transcript of his record. This is useful as public evidence of qualification. At the request of the student, an official transcript is sent to the institution or agency designated by him.

# Regulations and Procedures

## ADMISSION

All qualified employees of the Federal Government and other qualified persons are eligible to be admitted to resident and correspondence courses in the Graduate School.

## ENTRANCE REQUIREMENTS

The Graduate School does not offer degree programs. Consequently the requirements for entrance depend upon the level of the course for which the student is registering.

Undergraduate courses are open to graduates of a standard high school or to persons who have demonstrated that they have achieved an equivalent educational level. For admission to more advanced courses, college work in the same or related field is presumed. Specific prerequisites are stated for admission to many courses. A student is expected to have completed the first semester of a year course before he may register for the second semester.

## FEDERAL TRAINING LEGISLATION

Under the authority of the Government Employees Training Act (Public Law 85-507), Federal departments and agencies have authority to pay for training of employees in non-Government facilities when training is necessary and not reasonably available within Government. By training is meant "the provision of opportunities to acquire skill or knowledge related to the work of the respective Federal agencies." The Graduate School is a non-Federal facility, and, through contractual arrangements, the tuition fees and related expenses of a Federal employee can be paid by his agency. The student should make these arrangements with his supervisor or personnel office in *advance* of registration.

## VETERANS

Graduate School evening courses are available to veterans under the provisions of the Veterans Readjustment Benefits Act of 1966 (Public Law 89-358). Registration for part-time study is charged against educational benefits only in the proportion that the number of semester hours bears to a full normal load.

A veteran who is entering the Graduate School is advised to consult the Registrar in *advance* of registration so that approval of a program can be obtained from the Veterans Administration.

## COUNSELING SERVICES

Officers of the Graduate School are available throughout the registration periods and from 9:00 a.m. to 5:00 p.m. each weekday for counseling on educational plans in the Graduate School, or elsewhere.

## TRANSFER OF ACADEMIC CREDIT

A student cannot assume that academic credit for work done at the Graduate School will be accepted by any particular college or university. Such credit is generally granted on the basis of the individual courses taken, the over-all program of the student, and the quality of the work done by the student.

A student who wishes to take an advanced degree should consult in *advance* the dean of the graduate school of the university in which he wants to become a candidate for a degree. He should obtain approval in *advance* for any courses in the Graduate School that he wants to use toward his degree. The student who is deficient in basic undergraduate courses required before undertaking graduate work can find many such courses in the large undergraduate program of the Graduate School. Others are available in the local colleges and universities.

A student who is interested in working toward an undergraduate degree should similarly consult in *advance* the dean of the institution from which he hopes to receive the degree if he wishes credit for work taken at the Graduate School.

## REGISTRATION

The registration period for each semester is shown on the calendar on the inside front cover. A late fee for each course is charged for registration after the opening of the semester. After the second week of classes in the fall and spring semesters, and after the first week in the summer session, a student may register for credit only with the approval of the instructor and the Registrar. Registration is not completed until the required fees have been paid.

## COURSE LOAD

A student who is employed full time may carry more than two courses only with the permission of the Registrar.

## FEES

*Course Fees.* The tuition charge is in general \$16.00 for each semester hour credit.

*Late Fees.* A fee of \$2.00 for each course is charged for late registration. A fee of \$1.00 for each course is charged for late transfer.

*Reinstatement Fees.* A fee of \$2.00 for each course is charged for reinstatement to the student who fails to meet payments when due, in addition to all accrued fees.

*Laboratory Fees.* Laboratory or materials fees are listed in the *Schedule of Classes* for each semester, in connection with the courses for which they are charged.

*Service Fee.* A fee of \$1.00 for each course is charged the student using the deferred payment plan.

*Transcript Fee.* A fee of \$1.00 is charged for each copy of a student record on the regular Graduate School form or on the form of another institution or state board of education.

These are current fees and are subject to change.

Fees are due and payable in advance at the time of registration. Registration is not completed, and no student is permitted to attend classes until all fees have been paid.

An arrangement can be made at the time of registration for payment of fees in two installments, one half and a service fee at the time of registration, and the balance by the end of the fourth week in the fall and spring semesters, and by the end of the second week in the summer session. After the first two weeks of classes, fees must be paid in full at the time of registration.



A student who fails to meet payments when due will be suspended and may not attend classes until he has been reinstated and has paid all accrued fees as well as a reinstatement charge of \$2.00 for each course.

All fees are payable at the Graduate School Office, Room 1031, South Building, U. S. Department of Agriculture, Washington, D. C. 20250.

#### ATTENDANCE AT CLASSES

Students are expected to attend all meetings of classes and not to be absent without adequate reason.

Absence does not relieve the student from responsibility for work required while he was absent, and the burden of proof that the work has been done rests with the student. In courses in which the work cannot be satisfactorily tested by written examination, the instructor shall be the judge of the relation of the student's attendance or nonattendance to his grade. A student registered for credit who is absent more than 25 per cent of the class periods receives a mark of "W," withdrawn, unless he makes up all required work. Auditors who are absent more than 25 per cent of the class periods receive the mark of "W."

#### CREDIT AND GRADES

*Academic Credit.* The student registering for academic credit must satisfy all prerequisites for admission to the course as generally stated, or as specified in the course description.

*Audit.* An auditor must meet the same prerequisites as a credit student. He receives full privileges of class participation if he chooses to exercise them. An auditor does not receive a grade. He receives the mark "AUD."

*Change from Audit to Credit.* A student may change his registration from audit to credit, or vice versa, within 30 days after the beginning of the semester in the fall and spring, and within two weeks after the beginning of the summer session. The request for change must be made in writing to the Graduate School. Special forms are available at the Business Office.

*Grades.* At the close of the semester, the student receives written notice by mail of the grades he has received. The following letter grades are used:

A	Excellent	F	Failure
B	Good	Aud	Auditor
C	Fair	Inc	Incomplete
D	Passable	W	Withdrawn

#### TRANSCRIPT OF RECORD

Inclusion in Personnel Record for Department of Agriculture Employees. To aid in effecting its promotion-from-within policy, the Department has provided (USDA Administrative Regulations, Title 8, Chapter 42, paragraphs 1548-1551, dated 10-13-48) that a record of Graduate School credits earned by its employees is to be placed in official personnel files of the agency. Unless specifically requested by the employee that such action not be taken, the Graduate School forwards, upon completion of the courses or at the end of the year, a copy of the student's record, without cost to the employee, to the personnel officer of the unit of the Department of Agriculture in which the student is employed.

*Transcripts for Employees of Other Agencies.* The student who is not an employee of the Department of Agriculture can obtain an information record or transcript

for his personnel file or for other purposes by requesting such a record in writing from the Graduate School. There is a charge of \$1.00 for each information record or transcript.

#### WITHDRAWAL AND REFUNDS

Application for withdrawal from Graduate School classes must be made in writing to the Registrar. A form for this purpose is available in the Office. *To report the dropping of a course to an instructor does not constitute official withdrawal.* Permission to withdraw is not given to a student who does not have a clear financial record.

Refund of tuition fees *only* can be granted in cases of official withdrawal according to the following schedule:

<i>Fall and Spring Semesters</i>	<i>Refund</i>
During the first and second weeks of the semester	Tuition less \$5.00 registration fee for each course. (A minimum of \$5.00 for each course will not be refunded.)
During the third and fourth weeks of the semester	60 per cent of the total tuition.
During the fifth and sixth weeks of the semester	50 per cent of the total tuition.
<i>Summer Session</i>	
During the first week of the session	Tuition less \$5.00 registration fee for each course.
During the second week of the session	60 per cent of the total tuition (A minimum of \$5.00 for each course will not be refunded.)
During the third week of the session	50 per cent of the total tuition.

*Refunds are computed as of the date that the application for withdrawal is received in the Graduate School Office.* In no case can tuition be reduced or refunded because of nonattendance at classes. No refund is made of laboratory or other incidental fees.

Because commitments for instruction and other arrangements are necessarily made at the beginning of the semester, no refunds for any reason can be made except in accordance with the schedule.

The Graduate School reserves the right to cancel any course if registration does not warrant continuance; to limit, to discontinue, to postpone, or to combine classes; to change instructors; to change classroom assignments; to make any changes deemed advisable in registration and in fees; and to require the withdrawal of any student at any time for such reasons as the Graduate School deems sufficient.

# Programs

## SPECIAL PROGRAM

The special program of the Graduate School is designed to develop special educational offerings in cooperation with one or more Federal departments and agencies. Such offerings include conferences, specially developed courses, institutes, pilot programs, seminars, short courses, and workshops. All these are intended to assist Federal departments and agencies in meeting new, difficult, and changing educational and training needs.

Among the special activities regularly operative in the Graduate School are management development programs for Federal executives and field managers, statistical methods for Federal executives, automatic data processing seminars, and others. Other special courses include technical writing, supervision and management, power systems engineering, and Federal personnel management.

For more information about the special program, contact the Assistant Director, Graduate School, U. S. Department of Agriculture, Washington, D. C. 20250.

## CORRESPONDENCE PROGRAM

The correspondence program of the Graduate School is designed primarily for field employees of the Federal departments and agencies. However, the courses are open to others as facilities permit. In addition, there are many correspondence courses offered by colleges and universities that are useful for Federal employees. The Graduate School is happy to assist a student in locating such courses. For additional information, write to the Head, Correspondence Program, Graduate School, U. S. Department of Agriculture, National Press Building, Washington, D. C. 20004.

## PUBLIC LECTURES

The Graduate School presents public lecture series on current problems in agriculture and science, as well as in national and international affairs for employees of the Federal departments and agencies and others. Lectures that relate directly to the needs and interest of Federal employees are given during official working hours.

## PUBLICATIONS AND PRESS

The publications of the Graduate School include:

A general annual *Catalog*.

A *Special Program Bulletin*.

A schedule of resident evening courses, issued each semester—fall, spring, and summer.

A *Correspondence Bulletin*, listing courses given by correspondence.

Books and pamphlets, published at irregular intervals. These are original contributions by members of the faculty, special lectures devoted to the advancement of the arts and sciences, and significant studies by employees of the Department of Agriculture, which the Department has been unable to publish.

**RESIDENT EVENING PROGRAM**

Courses offered in the resident evening program during the academic year 1969-70 are listed on the following pages by department of instruction. The departments are listed alphabetically.

The word Fall, Spring, or Summer shows the semester in which the course is offered. The number of credits shows the value of the course in semester hours. Bracketed numbers show courses that will not be offered in 1969-70.

Courses numbered 1-100 are non-credit; 100-399, undergraduate; 400-699, advanced undergraduate (senior) and graduate; above 699, graduate only.



# Biological Sciences

## DEPARTMENTAL COMMITTEE

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Federal Government workers in the biological sciences are increasingly faced with the difficulty of keeping abreast of rapid advances in the application of principles and new gains in basic knowledge. In addition, many other Government workers in fields indirectly related to biology need understanding of basic principles in the biological sciences to work competently in their own fields.

The Department of Biological Sciences offers courses to meet the needs of each of these groups. Unless specifically stated, there is no laboratory work. The instructors are all outstanding specialists from the Federal Government and other research institutions.

## 1-90. Basic Principles of Laboratory Animal Care

Year, non-credit

GARLAND T. JOHNSON

Background of basic biological concepts for animal colony supervisors and caretakers and medical laboratory technicians, especially in relation to common laboratory animals. Designed to meet requirements for junior and senior animal technician certification. First semester: Life and living organisms, skeletal, muscular, circulatory, respiratory, digestive, excretory, nervous and endocrine systems, reproduction, infectious disease, disease control and therapy, breeding, nutrition, and metabolism. Second semester: Genetics, sanitation and sanitary procedures, animal handling, practical diagnostic methods, and animal dissection. Students may register for the second semester without having completed the first if they have training in high school biology.

## 1-115. Introduction to Modern Biology

Year, 2 credits each semester

JOHN E. BUTLER

Elementary course, at college level, designed for those desiring general knowledge of structure, activities, interrelationships, and origin of plants and animals. Lectures supplemented with demonstrations. *Prerequisites:* High school biology and chemistry helpful, but not required.

## 1-126. Medical Terms Simplified

Fall, 2 credits

CONSTANTINE J. GILLESPIE

Designed for medical coders, librarians, secretaries, and other workers in health field who deal with technical medical terms. Names, causes, and classification of diseases. Study of anatomical location of disease processes. Previous experience in health work helpful, but not required.

## 1-516. Data Processing in Medicine

Fall, 3 credits. Repeated in Spring and Summer

INSTRUCTOR TO BE ANNOUNCED

Designed to give medical personnel appreciation of scope of data processing and understanding of basic principles of computers. Application to hospitals, clinics, research laboratories, and related health-service areas. Basic components of computers. Computer number systems and coding schemes. Stored program concept. Elements of programming. Brief history of data processing. General background for understanding problem-solving approaches necessary with computers. Examination of several examples of computer systems in current operation within medical field. Not programming

course, but intended solely to give management and technical personnel overall view of computer as tool in medical field. *Prerequisite:* Professional status, *i.e.*, hospital staff personnel, nurse, pharmacist, laboratory, technician, physician, or other related professional personnel, or special permission.

## 1-370. Fundamental Principles of Microbiology

Fall, 3 credits

MATTHEW H. FUSILLO

Designed to acquaint the biology student with minimal training or experience in microbiology with theoretical aspects of microbiology. Microbial physiology. Microbial genetics. Basic immunology. Nature and genetics of bacterial and animal viruses. *Prerequisites:* Training and/or experience in biology, or special permission.

## 1-560. Fundamentals of Medical Microbiology

Spring, 3 credits

MATTHEW H. FUSILLO

Basic aspects of bacteriology, mycology, virology, and parasitology. Lectures on handling of clinical specimens and cultural isolation and identification techniques of specific infectious agents in each group. *Prerequisites:* Some instruction or training in clinical laboratory techniques, and/or special permission.

## 1-565. Fundamentals of Immunology

Fall, 3 credits

BERNARD W. JANICKI

Basic characterization of antigens, antibodies, and mechanisms of their reactions as applied to problems in biology and medicine, with emphasis on infectious diseases. *Prerequisites:* Advanced course in microbiology and/or special permission.

## 1-425. General Pathology

Fall, 3 credits

WILLARD A. BURNS

General principles of pathology. Demonstration of preserved or fresh gross specimens. Pathologic approach to disease. Circulatory disturbances. Disturbances of growth and development, excluding neoplasia. Degenerative processes and disorders directly related to metabolism. Specific types of degenerative processes, inflammation including general considerations, bacterial, hypersensitivity, viral, and rickettsial. Neoplasia including general characteristics, benign, malignant, and specific cancers.

## 1-426. Pathology of Individual Organs and Systems

Spring, 3 credits

WILLARD A. BURNS

Pathology of individual organs and systems. Heart and blood vessels. Respiratory system. Urinary system. Female genital tract. Male genital tract. R. E. system. Liver, gall bladder, and bile ducts. Pancreas. Endocrine glands. Skin. Brain and meninges. Organs of locomotion. Alimentary system and peritoneum. Oral cavity. Nose and paranasal sinuses.

## 1-146. Applied Physiology

Year, 3 credits each semester

LEON J. GREENBAUM, JR.

Elementary human physiology. Functions of cardiovascular system, lungs, kidneys and body fluids, nervous system, and endocrine system. Adaptations of each of these integrated systems to following environmental extremes: Increased and decreased atmospheric pressures. Heat and cold. Acceleration and motion. Closed space habitability.

## 1-147. Physiology of Human Development

Fall, 3 credits

LEON J. GREENBAUM, JR.

Development of man, beginning with single cell, tissue and organ differentiation, organ physiology, and ending with abnormalities of development.

## 1-150. Ornithology

Spring, 3 credits

DONALD H. MESSERSMITH

Basic considerations of morphology, evolution, and adaptations of birds. Life histories and ecology of important groups. Classification and identification. Five Saturday field trips.

## 1-415. Advanced Ornithology (1969-70 and alternate years)

Spring, 3 credits

DONALD H. MESSERSMITH

Detailed discussions of bird biology, distribution, classification, identification, ecology, and conservation. Individual projects and written reports. Four Saturday field trips. *Prerequisite*: Ornithology, or equivalent, or special permission.

## 1-420. Plant Physiology

Spring, 2 credits

LOWELL W. WOODSTOCK

General introduction, to plant physiology stressing themes of information, structure, energy, environment, and evolution. Cells, cell organelles, and membranes. Roles of nucleic acids, proteins, and enzymes in plant metabolism. History of plant physiology. Synthetic processes in plants. Photosynthesis. Respiration. Mineral nutrition. Water economy of plants. Growth and development. Plant hormones. Auxin and control of growth. Physiology of reproduction. Seed germination. Tissue differentiation. Plants and their internal and external environment. Origin of life and evolution of plants. *Prerequisites*: College biology and chemistry desirable, but not essential.

## 1-707. Advances in Plant Biochemistry

Fall, 3 credits

MIKLOS FAUST and GIDEON W. SCHAEFFER, COORDINATORS

Designed primarily for research scientists and others with interest in current developments in specific areas of plant biochemistry. Series of lectures presented by speakers emphasizing principles of metabolic control as related to current information.

## [1-580.] Biochemistry and Physiology of Fruits (1970-71 and alternate years)

Fall, 2 credits

MIKLOS FAUST

Pathways and control of biochemical reactions specific for bulky plant organs. Carbohydrate metabolism. Pectin metabolism. Acid formation. Development of phenolic compounds. Theories of fruit ripening. Biochemical considerations for controlled atmosphere storage of fruits. Color development. Softening. Metabolic disorders of fruits. *Prerequisite*: For the advanced student with background in biochemistry, or doing research in broad area of fruit physiology.

## 1-570. Design of Experiments in Biological Sciences

Year, 2 credits each semester

E. JAMES KOCH

Principles of planning and analyzing animal and plant experiments. Basic design principles of completely randomized, randomized block, Latin Square, factorials, confounding, split plot, lattices, incomplete blocks, and other designs. Principles and application of correlation, regression, covariance, multiple regression, experimental and sampling errors, components of variance, missing data, mean separation, individual degrees of freedom, size, or plot, and size of experiment to experimental design. *Prerequisite*: Course in experimental statistics, several years of experience in applying principles of statistics to experimental data, or special permission.



- 3-702. Application of Experimental Statistics to Biological Problems (See P. 46)
- 5-666. Biological Oceanography (See P. 69)
- 7-504. Public Policy and Environmental Pollution—Seminar (See P. 95)

#### SPECIAL PROGRAM IN NATURAL HISTORY FIELD STUDIES

The following courses form a special program in natural history field studies given in cooperation with the Audubon Naturalist Society of the Central Atlantic States, Inc. These courses are intended to increase knowledge and enjoyment of the natural world around us. They are also designed to help teachers, youth leaders, and parents in presenting subject matter in natural history and conservation. They provide experience in using the outdoors as a classroom and in using natural materials in the school. They are of value to professionals concerned with outdoor recreation and open-space programs.

The courses are presented at a level to appeal to adults with a high school or college education, but without advanced training in natural sciences. Field trips offer opportunity to observe in nature the subjects studied. The trips are planned to visit all the major ecological communities of the Central Atlantic region in the three-year series.

The student who satisfactorily completes the prescribed program for credit will receive a Certified Statement of Accomplishment in Natural History Field Studies. Any of the courses may be taken separately, but the entire series is planned as an integrated unit to provide an understanding of the ecology of the Central Atlantic region. The student can expect maximum benefit from taking the courses in the listed order. The certified statement of accomplishment program can be completed in two years by completing the introductory and first-year courses in one year and the second- and third-year courses the following year.

#### INTRODUCTORY COURSES

The following courses are basic preparation for the field courses. Any college-level course in general biology is sufficient qualification for Basic Biology and in plant taxonomy for Plant Identification I and II. The student with this background may take Introduction to Outdoors and Physical Environment: Geology concurrently at the start of his program. Otherwise the introductory courses must be taken prior to or concurrently with the first-year courses.

### 1-132. Introduction to Outdoors

Fall, 1 credit. Repeated in Spring

BRUCE L. BANDURSKI  
LEWIS A. BUCK  
ROBERT H. LAVELL  
BEN O. OSBORN

Outdoors as environment for man. Ecological point of view applied to study of nature and use and conservation of natural resources. Recreational and scientific uses of wilderness and inhabited areas. Methods and practices of nature study and other forms of outdoor recreation. Practical dress and equipment for outdoor living. Field trips designed for those with little outdoor experience as well as more advanced hikers. Three Saturday field trips and optional overnight camp.



## 1-131. Basic Biology

Fall, 1 credit

RUTH C. STROSNIDER

Basic principles of life as demonstrated by examples from animals and plants. Structure, functions, classification, and adaptation of organisms.

## 1-142. Plant Identification I

Spring, 1 credit

MARGARET T. DONNARD and ELIZABETH B. JOHNSON

Introduction to principles of plant taxonomy and techniques of plant collection and identification. Study of woody and herbaceous specimens of principal vascular plant families of Central Atlantic Region. Laboratory practice in identifying specimens. One Saturday field trip. *Prerequisite*: Basic Biology, or equivalent.

## 1-145. Plant Identification II

Spring, 1 credit

MARGARET T. DONNARD and ELIZABETH B. JOHNSON

Field practice in identification of plants by use of taxonomic keys and descriptions. Study of distinguishing characteristic of higher taxonomic groups. Two Saturday field trips. *Prerequisite*: Plant Identification I, or special permission.

### FIRST YEAR

## 1-130. Physical Environment I: Geology

Fall, 1 credit

WILLIAM E. DAVIES

Principal geological features and geologic history of Central Atlantic Region. Properties of common minerals and rocks. Influence of geology on local physical environment of organisms. Three Saturday field trips.

## 1-129. Physical Environment II: Weather and Climate

Fall, 1 credit

PAUL E. LEHR

Introduction to weather and climate. Nature of atmosphere, weather elements, air masses, fronts, and storms. Causes of weather phenomena. Reading and understanding weather maps and forecasts. Climates and microclimates of Central Atlantic Region. Weather and climate as part of environment of living things.

## 1-133. Introduction to Ecology

Spring, 1 credit

GALE MONSON

Survey of fundamental principles of ecology. Factors and dynamics of relations of organisms to their environment. Structure, function, and classification of biotic communities. Lectures and discussion designed to prepare the student for field study of biotic communities. *Prerequisite*: Basic Biology, or equivalent.

## 1-125. Physical Environment III: Soils and Landscape

Spring, 1 credit

ROBERT M. KIRBY and JAMES D. SIMPSON

Nature of soils and their influence on environment. Structure, properties, and classification of soils, and their differences in response to human use. Life in soil. Total landscape as function of geology, climate, and soils. Soil groups and natural land resource areas of Central Atlantic Region. Three Saturday field trips. Courses in climate and geology helpful.

## SECOND YEAR

## 1-138. Biotic Communities I: Deciduous Forests

Fall, 1 credit

BEN O. OSBORN

Field studies of climax, second-growth, and early successional stages of oak-hickory, oak-chestnut, mixed mesophytic, and bottomland forests. Relation of forest types to local environment. Three Saturday field trips. *Prerequisites*: Introduction to Ecology, or equivalent. Courses in plant identification, geology, climate, and soils helpful.

## 1-134. Animal Behavior

Fall, 1 credit

WOLFGANG G. SCHLEIDT

Introduction to behavior of principal groups of animals, with emphasis on vertebrates. Instinctive and learned responses of animals. Territory, courtship, migration, and family, social, and predatory relations. *Prerequisite*: Introduction to Ecology, or equivalent.

## 1-139. Wildlife Populations

Spring, 1 credit

DAVID CHALLINOR

Geographic origin and classification of modern birds and mammals. Population dynamics. Influence of man on distribution and abundance of some species. Principles of wildlife management. *Prerequisite*: Introduction to Ecology, or equivalent. Animal Behavior also good preparation.

## 1-141. Biotic Communities II: Coniferous Forests

Spring, 1 credit

BEN O. OSBORN

Field study of climax, second-growth, and early successional stages of oak-pine forests of Coastal Plain, Piedmont, and Blue Ridge. Northern coniferous and deciduous forest mixtures of Allegheny Mountains. Three Saturday field trips, including overnight trip to Allegheny Mountains. *Prerequisites*: Introduction to Ecology and Biotic Communities I: Deciduous Forests, or equivalent.

## THIRD YEAR

## 1-135. Biotic Communities III: Aquatic and Marsh

Spring, 1 credit

JAMES W. SALTER

Field study of fresh water streams, ponds, and marshes. Brackish estuaries and bays. Brackish and salt marshes. Ocean beaches and dunes. Three Saturday field trips, including overnight trip to Eastern Shore. *Prerequisite*: Introduction to Ecology, or equivalent.

## 1-137. Conservation Philosophy in United States—Seminar

Fall, 1 credit

SMIRLEY A. BRIGGS

Critical reading and discussion of conservation classics. Evolution of conservation concepts in United States traced through works of Powell, Marsh, Leopold, and others. Basic concepts in ecology, philosophy, and sociology considered in relation to development of conservation ethic for individual and for society. Each student is expected to report on at least one book.

## 1-140. Land Use Principles

Spring, 1 credit

BEN O. OSBORN  
LEWIS H. WILLIAMS

Survey of some social, economic, ecological, and physical principles that govern how land is used. Application of these principles to land resources use and conservation. Example of land-use problems in Central Atlantic Region. Two Saturday field trips. Courses in Physical Environment, Ecology, Biotic Communities, and Conservation Philosophy good preparation.

## 1-152. Conservation in Action

Spring, 1 credit

RUSSELL P. KANIUKA and KATHERINE N. MERGEN

Survey of land resource conservation programs, public and private, now in operation. On-the-ground observation of typical examples in the Central Atlantic Region. Three Saturday field trips. No prerequisites, but courses in Conservation Philosophy and Principles of Land Use and Conservation good preparation.

### ADVANCED COURSES

The following courses presume familiarity with the subject matter of courses in the program for the Certified Statement of Accomplishment although the Certified Statement is not a prerequisite to enrollment.

## 1-154. Citizens and Conservation

Fall, 1 credit

SHIRLEY A. BRIGGS and ASSOCIATES

Review of ways citizens can influence governmental and private agencies to achieve desired conservation goals. Practical experience of both individuals and organizations. Case histories of specific areas and issues, with stress on state and local situations.

## 1-155. Man and Environment

Fall, 1 credit

BRUCE L. BANDURSKI and ASSOCIATES

Survey, through guest lectures and class discussion, of some limiting factors of man's existence. Intra- and interactions of natural and artificial components of the environment. Rates of change, and inputs and outputs causing change, in ecosystems. Genetics of human fitness. Environmental quality on "spaceship earth."

## 1-156. Environmental Education

Spring, 1 credit

BRUCE L. BANDURSKI and ASSOCIATES

Needs and opportunities for increasing understanding and appreciation of natural environment. Philosophy of conservation education in schools. Classroom resources and techniques for imparting understanding. Outdoor laboratories and neighborhood opportunities for environmental study. Obtaining program information and technical assistance. Gathering support of parents and school board.

## 1-136. Nature Teaching

Spring, 1 credit

L. JOHN TROTT, JR.

Techniques for teaching basic concepts of ecology and conservation. Emphasis on student activity projects, nature crafts, nature trails, field trip planning and leadership, and experiences designed to involve young people and adults in purposeful study of natural environment. Three Saturday field trips.

### OPTIONAL COURSES

The following courses supplement the prescribed program for the Certified Statement of Accomplishment in Natural History Field Studies, but are not required for the certified statement.

## 1-143. Insect Life

Spring, 1 credit

FLOYD P. HARRISON

Introduction to principal insect families of Central Atlantic Region. Identification, life histories, and ecology of important insect forms. Importance of insects in biotic communities.

## 1-144. Rocks and Fossils

Spring, 1 credit

RUSSELL C. MCGREGOR

Field identification of principal rock types and typical fossils of Central Atlantic Region. Interpretation of fossil record. Three Saturday field trips to representative fossil locations. *Prerequisite:* Physical Environment I: Geology, or General Geology.

## 1-151. Bird Life

Fall, 1 credit

DONALD H. MESSERSMITH

Introduction to study of birds. Elementary principles of morphology and classification. Life histories and ecology of some important birds of Central Atlantic Region. Role of birds in biotic communities. Methods of field observation and identification. Two Saturday field trips.

## 1-153. Potomac Valley

Summer, 1 credit

EDWIN F. WESELY, JR.

Introduction to natural and human history of Potomac Valley. Geological and ecological setting. Indians. Early explorations. Tidewater civilization. Chesapeake and Ohio Canal. Civil War. Modern problems and prospects. Songs of valley. Guest speakers include former canal boatman. Four Saturday field trips.

### SPECIAL PROGRAM IN PLANT QUARANTINE STUDIES

The following courses form a special in-service training program in plant quarantine studies. They are given at the New York City facilities of the Division Training Center, Plant Quarantine Division, Agricultural Research Service. The program is under the supervision of Harold S. Shirakawa, Employee Development Office, Plant Quarantine Division, Agricultural Research Service.

## 1-515. Plant Quarantine Entomology

Schedule to be arranged, 6 credits

Concentrated and technical course in entomology, especially designed to enable qualified and experienced selectees to fully identify foreign insect pests regularly encountered in plant quarantine work, both in adult and immature stages. To familiarize participant with dissection and mounting techniques for larval skins, genitalia, epipharynxes, and similar precise operations. To acquaint enrollee with current classification and nomenclatural concepts in insect orders under consideration. *Prerequisite:* Basic Training for Plant Quarantine Inspectors, or equivalent.

## 1-535. Basic Training for Plant Quarantine Inspectors

Schedule to be arranged, 7 credits

GERALD R. BROWN  
LEMAR M. CHILSON  
FRANK E. COOPER  
DONALD G. DODY  
EDWIN M. IMAI  
HAROLD S. SHIRAKAWA

Consecutive 12-week program for new Federal plant quarantine inspectors. Designed to orient the new employee in the Department of Agriculture. Its organization, function, and personnel policies. Basic legislation and other legal authorities affecting plant quarantine operations. Principles of plant quarantine enforcement. Federal-State relationships. Inspection and treatment techniques and procedures. Technical aspects of foreign pest evaluation. Identification and distribution in the fields of entomology, plant pathology, and nematology as applicable to foreign plant quarantine enforcement. Commodity recognition as applicable to plant materials moving in international commerce.



## 1-615. Plant Quarantine Pathology

Schedule to be arranged, 4 credits

DONALD G. DODY

Designed for regulatory officials interested in quarantine phytopathology. Emphasis on detection, recognition, and nomenclature of disease-causing organisms frequently encountered in plant quarantine operations, particularly those not known to occur or to be widely distributed in the United States.

## 1-708. Plant Quarantine and Plant Protection

Schedule to be arranged, 10 credits

EDWIN M. IMAI

For foreign trainees studying plant quarantine methods in United States. Organization of Department of Agriculture and interrelationships of agencies. Regulatory and control organization and policy, basic quarantine legislation, fundamental principles affecting promulgation of quarantines, and restrictive orders. Field observations and participation in operational activities of Plant Quarantine Division at ports of entry. Identification and distribution in the fields of entomology, plant pathology, and nematology as applicable to foreign plant quarantine enforcement. Review and observation of field control projects and plant operations in Northeast, Southeast, and Southwest Regions.

## 1-709. Plant Quarantine Nematology

Schedule to be arranged, 6 credits

WILLIAM FRIEDMAN

Graduate level study and practice in detection, isolation, preparation, and identification of nematodes of plant quarantine significance. Special emphasis on host relationships, world distribution, and applicable treatments. Guest lecturers.

### SPECIAL PROGRAM IN SOIL SALINITY

## 1-540. Soil Salinity and Reclamation

Schedule to be arranged, 6 credits, or 9 quarter units

LOWELL E. ALLISON and ASSOCIATES

Graduate course for qualified foreign trainees, emphasizing principles and practices for diagnosis of saline and sodic soil problems. Daily lectures and discussions with emphasis on soil-water-plant relationships and chemical analysis of salt-affected soils and irrigation waters. Trips into irrigated valleys to observe occurrence of saline and sodic conditions, reclamation procedures, land levelling, deep plowing, drainage systems, and crop management under intensive irrigation with saline waters. A 12-week, in-service training source offered quarterly at U. S. Salinity Laboratory, Agricultural Research Service, Riverside, California.

# Languages and Literature

## DEPARTMENTAL COMMITTEE

J. Kendall McClarren, *Chairman*

John C. Baker, Erwin Jaffe, Robert H. Land, Rupert F. Mouré, Kenneth W. Olson, Sid L. Schwartz, John Sherrod, H. Gerard F. Siems, Franklin Thackrey (*Vice-chairman*)

It is of primary importance for the Federal servant to write and speak effectively. Scientists, technicians, and professional personnel especially need to know how to communicate their knowledge both to the layman and to their associates. In fact, at all levels of the Federal Government, the employee should be competent in writing and speaking. The Department of Languages and Literature offers courses at varying levels to meet these needs.

There are also available programs in editorial practices and library techniques that lead to certified statements of accomplishment.

## CERTIFIED STATEMENT OF ACCOMPLISHMENT IN EDITORIAL PRACTICES

A Certified Statement of Accomplishment in Editorial Practices is granted to a student who has completed an organized program intended to provide basic training for responsible editorial and publications work. This program should be of special interest to those who want to enter editorial work and to those in editorial or publications work who want to prepare for advancement. A good educational background is essential for success in this profession. It is recommended that a student working toward the certified statement should preferably have an undergraduate degree, or at least two years of college work, or at minimum creditable work experience in a subject-matter field. An applicant for the certified statement must file a transcript of his high school or college record before completion of his program.

### Requirements

1. Demonstrated facility in English grammar and composition. This requirement can be met by successful completion of an examination to be given as a part of the course, Principles of Editing and Their Application.
2. 24 semester hours of credit with an average grade of B or better in the following courses:
  - a. Required courses: (15 credits)
    - Principles of Editing (3)
    - Intermediate Editing (3)
    - Printing, Layout, and Design (2)
    - Editing Technical Manuscripts (2)
    - Producing the Popular Publication (2)
    - Advanced Practice in Editing (3)
  - b. Editing Electives: (6 credits)
    - A Foreign Language
    - Basic Reference Service and Reference Tools (2)
    - Feature Writing (2)

- Graphic Arts in the Federal Government (4)
- Graphic Methods of Presenting Statistics (2)
- Indexing (2)
- Introduction to Bibliographic Science (2)
- Maps and Charts (2)
- Official Writing (2)
- Technical Writing (2)

*Other courses may be approved depending upon the needs of the student.*

- c. Subject-Matter Electives: Remaining hours of credit in subject-matter courses as recommended by the student's employer or as chosen by the student. May be selected from the Editing Electives listed above if appropriate to the position for which the student is preparing. This requirement can be waived for students who have college work or acceptable experience in a subject-matter field.

*A student seeking this certified statement should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. Equivalent courses will be accepted by transfer from other institutions.*

#### CERTIFIED STATEMENT OF ACCOMPLISHMENT IN LIBRARY TECHNIQUES

A Certified Statement of Accomplishment in Library Techniques is granted to a student who has completed an organized course of study intended to provide basic training in this field. Graduation from high school, or the equivalent, is the minimal educational background required. An applicant for the certificate must file a transcript of his high school or college record before completion of his certificate program.

#### Requirements

1. Demonstrated facility in English grammar and composition. This requirement can be met by the successful completion of an examination given as part of the course, Introduction to Library Service.

2. 20 semester hours of credit with an average grade of B or better in the following courses:

- a. Required courses: (15 credits)
  - Introduction to Library Service (2)
  - Introduction to Cataloging and Classification (2)
  - Cataloging and Classification II (2)
  - Principles of Library Organization (2)
  - Basic Reference Service and Reference Tools (2)
  - Introduction to Bibliographic Science (2)
  - Library Techniques—Seminar (3)
- b. Electives: (5 credits)
  - Administrative Procedure (2)
  - A Foreign Language
  - Automation of Library Operations (2)
  - Basic Concepts of Data Processing (3)
  - Children's Books (2)
  - Documentation (2)
  - Elements of Information Retrieval (3)
  - Indexing (2)
  - Information Storage and Retrieval by Computer (3)
  - Law Librarianship (2)

Maps and Charts (2)  
 Medical Terms Simplified (2)  
 Official Writing (2)  
 Principles of Editing and Their Application (3)

*Other courses may be approved depending upon the needs of the student.*

*A student seeking this certificate should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. Equivalent courses will be accepted by transfer from other institutions.*

## English—Grammar and Writing

### 2-29. Spelling and Basic Vocabulary

Fall, non-credit. Repeated in Spring and Summer

MARY A. NEUMAN

Designed to improve spelling by intensive phonic drill in letter and syllable sounds, together with exercises in operation of basic rules of spelling. Memorization of basic list of words not conforming to sound or rule spelling. Secondary aim, acquisition—through spelling and planned vocabulary workbook exercises—of basic vocabulary at level preparatory to Vocabulary Building.

### 2-39. Basic Grammar

Fall, non-credit. Repeated in Spring and Summer

MARJORIE B. EDWARDS

Intensive drill on recognition of parts of speech of English sentences and their contribution through parsing. Phrases and clauses in analysis and synthesis drill.

### 2-112. Practical English Usage

Fall, 2 credits. Repeated in Spring and Summer

NANDO A. AMABILE  
 MAYME W. HOLT  
 ALLEN H. JONES  
 MARGARET D. KAPLIN  
 JEAN E. LEWIS

Refresher course in English grammar and usage. Exercises in analyzing sentences to give the student basic knowledge of sentence structure and grammar required for more advanced courses in grammar and writing. Exercises in correct usage and punctuation.

### 2-35. English for Secretaries

Fall, non-credit. Repeated in Spring and Summer

FRANCES C. HUBBARD

Sentence structure, capitalization, punctuation, vocabulary, and spelling.

### 2-95. Improving Reading Ability

Fall, non-credit. Repeated in Spring and Summer

DEE W. HENDERSON

Developmental reading for average and superior reader. Designed to increase selectivity, flexibility, purpose, and speed. Individualized training. Analysis of reading, vocabulary, and visual abilities to help determine areas needing development. Workbook exercises, periodic evaluation of progress, short talks on principles of efficient reading, and practice for individual needs. Final test to determine progress and areas needing further development.

### 2-38. English for Foreigners I

Fall, non-credit. Repeated in Spring and Summer

WILLA B. WEEKS

Designed to provide the student with adequate speaking English and sufficient comprehension to meet everyday situations. Low intermediate course requiring some knowledge of English. Emphasis



on quickness of comprehension, fluency in conversation, and correct grammar usage. Use of modern audio-oral language teaching approach, requiring the student to listen to American English before speaking (not reading) it.

## 2-52. English for Foreigners II

Fall, non-credit. Repeated in Spring and Summer

WILLA B. WEEKS

Intermediate to advanced course. Designed as sequel to English for Foreigners I, but not requiring it as prerequisite if the student has sufficient knowledge of English. Useful for the student preparing to enter college. Continued audio-oral practice in correct grammar usage, pronunciation, comprehension, and writing of correct English.

## 2-53. English for Foreigners III

Fall, non-credit. Repeated in Spring and Summer

WILLA B. WEEKS

Advanced course. Designed as sequel to English for Foreigners II, but not requiring it as prerequisite if the student has sufficient knowledge of English. Basic sentence patterns. Advanced grammar and sentence structure. Written English and composition.

## 2-119. Vocabulary Building

Fall, 3 credits. Repeated in Spring and Summer

ALLEN H. JONES  
RICHARD H. LUKSTAT  
FRED H. PHAGAN

Study of sources and origins of words to gain insight into present meanings. Principles of word formation, dictionary study, and exercises in word selection. Emphasis on common Latin and Greek roots used in forming English words.

## 2-222. English Composition

Year, 3 credits each semester

WILLIAM I. DANIELS  
ROBERT C. REED  
ELEANOR W. TRAYLOR

Equivalent of college Freshman English. Introductory course in writing and English usage, designed especially for those who need a course preparatory to more advanced English studies, and for those who want to learn techniques of expository writing. Fundamentals of good writing. Exercises in writing short and long themes and in studying, analyzing, and evaluating selected English prose texts. *Prerequisite:* High school English.

## 2-223. College Grammar

Fall, 3 credits

RUDOLF C. FREYEISEN

Grammatical principles, stressing sentence structure and correct English form. Study of sentence structure through diagramming and of correct English form through detailed discussion and examination of parts of speech. Lectures on history and development of inflectional and derivational forms. Analysis of examples of good and bad English. *Prerequisite:* English Composition, or equivalent.

## 2-230. Sentence Revision

Spring, 2 credits

IMOGENE G. ROBINSON

Designed for the student who wishes to improve his writing. Review of grammatical elements of sentence, study of established patterns of sentence construction, and constant practice in rewriting sentences. *Prerequisite:* College Grammar, or equivalent.

## 2-250. College Rhetoric

Fall, 3 credits. Repeated in Spring

JAMES C. FREEMAN

Advanced English composition. Designed to enable the student to develop clear, concise, and effective writing style. Study and application of art and principles of composition. Stress on effective

tive use of language and vocabulary. Examination of four basic types of discourse: Exposition, argument, description, and narration. Emphasis dependent upon needs and interests of students. Course in writing. Assignment of composition almost every week. *Prerequisite*: English Composition, or equivalent.

## 2-226. Official Writing

Fall, 2 credits. Repeated in Spring

ROBERT W. DOAN  
WILBERT SCHAAL

Designed for those who have to write as part of their jobs, but who are not necessarily professional writers. Stresses that official Government writing, as all writing, should be clear, simple, concise, and easy to understand. Emphasis on eliminating unnecessary words and phrases in official writing. Covers many forms of Government writing including articles, reports, letters, and memoranda. Several short writing assignments. *Prerequisite*: English Composition, or equivalent in writing experience.

## 2-235. Fiction Writing—Workshop

Fall, 2 credits. Repeated in Spring

PHILIP EISENBERG

Stress on such fiction fundamentals as plotting, characterization, dialogue, story organization, testing readability and interest, and increasing dramatic quality of writing. Emphasis on writing techniques that increase salability of student manuscripts by discussing editorial taboos, ways to obtain salable story ideas, and to market manuscripts.

## 2-280. Feature Writing

Fall, 2 credits

MARIE A. DOLAN

Fundamentals of writing feature articles for magazines and newspapers. Lecture, discussion, and practical experience in finding salable ideas. Research. Interviewing. Market analysis and feature writing techniques basic to preparing articles for publication.

## 2-281. Advanced Feature Writing

Spring, 2 credits

MARIE A. DOLAN

Writing more complex feature articles. Emphasis on narrative techniques. Slanting for special markets. Illustrating, revising, and polishing manuscripts. Class discussion and criticism of student articles.

## 2-450. Technical Writing

Fall, 2 credits. Repeated in Spring

ROY A. CARTER

Designed to help the scientist and economist improve their research reports and articles for professional publications. Survey of fundamentals of writing the technical report: its characteristics, parts, functions, steps in preparation, and process of criticism. Preparation, criticism, and revision of reports and articles—written for official use when possible. *Prerequisite*: Undergraduate degree in one of the sciences, engineering, economics, or other technical field, or equivalent.

4-330. Government Letter Writing (See P. 57)

4-421. Writing Procedures and Instructions (See P. 57)

## Literature

### 2-215. American Literature I

Fall, 3 credits

BENJAMIN L. HENRY

Survey of development of American literature from Colonial times to Civil War. Introduction and Puritan age. Neo-classic age and Franklin. Romantic movement: Bryant, Poe, Emerson, Thoreau, Hawthorne, Melville, Whittier, Longfellow, Lowell, and Holmes.

## 2-216. American Literature II

Spring, 3 credits

BENJAMIN L. HENRY

Survey from Civil War to present. Introduction and rise of realism. Local colorists: Harte, Cabell, Harris, Jewett, and Dickinson. Realist movement and naturalism: Adams, Garland, Crane, Norris, Dreiser, and Howells. New poetry: Robinson, Frost, Lowell, Sandburg, Pound, and Eliot. O'Neill (*Emperor Jones*), Stevens, Jeffers, Benet, and MacLeish. The twenties: Cather, Anderson, Lewis, Fitzgerald, Hemingway, Dos Passos, Steinbeck, Wolfe, Porter, and Faulkner. Criticism and poetry as assigned.

## 2-330. Great Books

Year, 2 credits each semester

M. CLARE RUPPERT

Group discussion of important works in poetry, history, philosophy, and criticism. A leader helps with the reading and understanding, but the books themselves are the teacher. Designed to give insight into perennial, and therefore contemporary, problems. Interest in ideas and belief in free discussion required. Most books read in entirety. Discussion centers around the following authors:

Reading List A (1970-71 and alternate years)

Fall Semester: Bible, *Ecclesiastes*; Homer, *Iliad*; Aeschylus, *Oresteia*; Sophocles, *Oedipus at Colonus*; Plato, *Symposium* and *Republic*, Bk. VI-VII; Aristotle, *Ethics*; Thucydides, *History of the Peloponnesian War*; Epictetus, *Discourses* (Selections); Lucretius, *On the Nature of Things*.

Spring Semester: Bible, *Gospel According to St. Matthew*; Shakespeare, *Macbeth*; Milton, *Areopagitica*; Adam Smith, *Wealth of Nations*; Descartes, *Discourse on Method*; Swift, *Gulliver's Travels*; de Tocqueville, *Democracy in America*; Thoreau, *Civil Disobedience*; Kant, *Perpetual Peace*; Mill, *On Liberty*; Twain, *Huckleberry Finn*.  
Reading List B (1969-70 and alternate years)

Fall Semester: *Declaration of Independence*; Bible, *Book of Job*; Homer, *Odyssey*; Sophocles, *Antigone* and *Oedipus Rex*; Plutarch, *Lives: Alexander and Caesar*; Plato, *Apology* and *Crito*; Aristotle, *Politics*, Bk. I; Marcus Aurelius, *Meditations*; St. Augustine, *Confessions*; St. Thomas Aquinas, *On the Law*.

Spring Semester: Dante, *Divine Comedy*; Machiavelli, *The Prince*; Shakespeare, *Hamlet* and *King Lear*; Hobbes, *Leviathan*; Rousseau, *Social Contract*; Locke, *Civil Government*; *Federalist Papers*; Marx, *Communist Manifesto*.

## 2-331. Significant Books of the Twentieth Century

Summer, 2 credits

M. CLARE RUPPERT

Books discussed in light of their influence upon twentieth century man, his thought and behavior in our contemporary society.

Reading List

James, *Pragmatism*; Frazer, *Golden Bough*; Dewey, *Democracy and Education*; Keynes, *Economic Consequences of the Peace*; Proust, *Remembrance of Things Past* (vol. I); Joyce, *Ulysses*; Mann, *Magic Mountain*; Spengler, *The Decline of the West*; Freud, *Basic Writings*; Toynbee, *Study of History* (1 v. abridged)

## 2-217. American Negro Literature

Fall, 3 credits. Repeated in Spring

MARGARET D. KAPLIN

Survey of various genres of American Negro literature from pre-Civil War to modern. Primary emphasis on literary analysis. Consideration of historical context of works and social values reflected. Authors include, but not restricted to, W. E. B. du Bois, James Baldwin, Langston Hughes, Richard Wright, and Le Roi Jones. *Prerequisites*: One college level course in literature recommended. English Composition also helpful.



## 2-218. American Negro Novel

Summer, 2 credits

MARGARET D. KAPLIN

Guided by Robert A. Bone's *Negro Novel in America*, historical survey focusing on four novels rated as major by Bone: Jean Toomer's *Cane*, Richard Wright's *Native Son*, Ralph Ellison's *Invisible Man*, James Baldwin's *Go Tell It on the Mountain*. *Prerequisite*: College level literature course recommended.

## 2-370. Modern Drama

Fall, 2 credits

CASPAR NANNES

Survey of development of twentieth century drama beginning with Ibsen and extending to middle of century. Henrik Ibsen (Norway), August Strindberg (Sweden), Gerhart Hauptmann (Germany), Edmond Rostand (France), Anton Chekhov (Russia), John Galsworthy, George Bernard Shaw, and Oscar Wilde (England), Eugene O'Neill, Maxwell Anderson, and Robert Sherwood (United States).

## 2-371. Great Figures of English Literature

Spring, 2 credits

CASPAR NANNES

Survey of great English writers, exclusive of Shakespeare, from Beowulf to twentieth century. Geoffrey Chaucer, Christopher Marlowe, Ben Jonson, John Milton, John Dryden, Jonathan Swift, Edmond Rostand, Samuel Johnson, Henry Fielding, Robert Burns, Lord Byron, Percy Bysshe Shelley, Charles Dickens, William Thackeray, Alfred Lord Tennyson, and Thomas Hardy.

## 2-405. Literary Masterpieces of Orient

Year, 2 credits each semester

REZA ARASTEH

First semester: Classical literature of prophetic, existential, philosophical, mystical, heroic, and romantic nature. Also literature written for enjoyment. *Epic of Gilgamesh*. Zoroastrian hymns, the *Koran* and *Old Testament*. Ferdowsi's *Shahnameh*. Attar's *Conference of Birds*. Rumi, *Persian Mystic: Mathnawi* and *Diwan e Shama*. Khayyam's *Quatrains*. Al-Mu'arri's *Quatrains*. Sa'adi's *Gulistan*. Kai Ka'us' *Qabus Nameh*. Lady Murasaki's *Tale of Genji*. Tsao Hsueh Chin's *Dream of Red Chamber*. Kalidasa's *Shakuntala*. Chin P'ing Mei's *Golden Lotus*. Panchatantra's *Thousand and One Nights*. Second semester: Works of great modern oriental writers, with emphasis on Gibran's *Works*. Taha Hussein's *An Egyptian Childhood*, Hedayet's *The Blind Owl*, Jamalzadeh's *Short Stories*, Iqbal's *The Secret Self*, Tagore's *Toward the Universal Man*, Ryunosuke's *Rashoman*, and Liu teh Yun's *The Travels of Lao T's'an*, and recent Asian short stories of great contemporary authors. *Prerequisite*: Bachelor's degree, or equivalent. Some acquaintance with Western literature, philosophy or history of orient, and/or travel there helpful.

## 2-221. Chinese Literature

Summer, 2 credits

CAROLYN T. BROWN

Introduction to major works of Chinese literature from earliest times to present. Emphasis on development of poetry, short story, drama, and novel. Background in Western literature helpful.

## Information Methods

## 2-225. Principles of Editing and Their Application

Fall, 3 credits. Repeated in Spring

H. NELSON FITTON  
PETER A. SMITH

Primarily survey course for those seeking information on editorial techniques involved in handling manuscripts after they leave the author and until issued in printed form. Discussion of fundamental principles of editing, including style (based on *Style Manual* of Government Printing Office), grammar, rhetoric, readability, organization, printing techniques, marking type, copyfitting, and proofreading; and considerations governing tables, charts, photographs, indexes, bibliographies, footnotes, and other parts of a publication. Opportunity to apply principles through practical work in editing. Good knowledge of grammar essential.

## 2-239. Intermediate Editing

Fall, 3 credits. Repeated in Spring

JEROME H. PERLMUTTER  
MAY P. SHARP

Follows Principles of Editing and Their Application. Designed to give the student who is in or expecting to enter editorial work practical exercises and experiences in important editing situations. Emphasis on various types of manuscripts and reports that require the editor's attention. How-to-do-it aspect of editing, with step-by-step guidance in fundamentals. Basic editorial terminology and shortcuts to more effective editing. Case histories in publications problems. Slides, motion pictures, and other visuals used. Class workshops to assist the student in applying editorial techniques to manuscripts. *Prerequisite*: Principles of Editing and Their Application, or working editor.

## 2-360. Advanced Practice in Editing

Spring, 3 credits

GENIANA R. EDWARDS

Advanced instruction in literary and statistical editing and integration of graphics. Editing of practice manuscript, requiring reorganization, extensive editing, and uniform styling. Preparation of manuscript for printer and proofreading. Comparison of several Government agency styles for citations, tables, graphics, and other details. Adaptation of style to meet special requirements under rules of Government Printing Office. Administrative control of manuscript and proof in editorial offices. *Prerequisite*: Principles of Editing and Their Application, or equivalent.

## 2-412. Editing Technical Manuscripts

Fall, 2 credits

JAMES E. REYNOLDS

Role of editor, including necessary qualifications, human relations aspect, relative responsibilities of editor and author, and ethical and practical basis for editing. Editorial evaluation of technical manuscripts, including organization of functional parts, sound procedural reasoning, correlation with technical work, style requirements, critical review, and preparation for reproduction. *Prerequisite*: Principles of Editing and Their Application, or B.A. in journalism or English, or two years experience in editorial environment.

## 2-415. Producing Popular Publication

Fall, 2 credits

DENNIS S. FELDMAN

Between the final editing and the time a pamphlet, brochure, or periodical comes off the press lies a multitude of details designed to enhance the appeal of the publication. The picture editor who lends his talents to make a publication come alive; the artist and layout man who create visual appeal; the caption writer—all these key personnel bring their specialized skills to bear. Examination of these fields by means of lecture and workshop. Techniques of preparing a manuscript for mass as well as for specialized audiences. Emphasis on the use of techniques that combine appeal with readability through extensive use of graphic materials. Review of production of low-budget publications. Students may bring to class problems or materials on which they are currently working. *Prerequisite*: Principles of Editing and Their Application, or equivalent.

## 2-220. Indexing

Fall, 2 credits

KATHERINE B. KELLY

Indexing primarily for periodicals, bulletins, reports, and books. Emphasis on general procedures and matters of policy as well as on basic principles and techniques. Specific types of indexing adapted to various subjects and popular style, contrasted with technical and scientific styles. Examples of different kinds of indexes. Practical work in preparation of indexes, including making of cross references, alphabetizing, and editorial preparation of index cards and manuscripts for printer. Knowledge of library or editorial work desirable.

## 2-152. Documentation

(See P. 32)

## 2-237. Printing, Layout, and Design

Fall, 2 credits. Repeated in Spring

BEN MUROW and ASSOCIATES

Designed for those who plan, prepare, or procure printing, duplicating, distribution of books, pamphlets, folders, posters, charts, forms, and other printed or duplicated matter. Printing processes and printing media. Composition. Book binding. Typography and design. Printing types. Illustrations, including photo-engraving process and photographs. Printing design, rough layouts, finished layouts, and methods of copy fitting. Printing for the Government, including agency responsibility, Government Printing Office responsibility, and agency procedure for procuring printing. Other printing media, including silk screen, ozalid, varitype, cold-type processes, and others. Regulations and specifications of the Joint Committee on Printing, Government Printing Office paper catalog, *Style Manual*, printing, and binding regulations.

## 2-243. Design in Visual Communication

Fall, 2 credits. Repeated in Spring and Summer

DAVID M. GRANAHAN

Designed to assist artists, art designers, visual information specialists, teachers, speakers, writers, and others having responsibility of developing and presenting visual programs. Emphasis on creativity involved in design, production, and use of visual aids. Analysis of relationship of visual communication to contemporary life. Demonstration of examples of current European adaptations.

## 2-273. Writing for Audio-Visual Communications

Fall, 2 credits

SID L. SCHWARTZ

Designed to acquaint those in information activities with writing and reviewing effective scripts for production of slide shows, radio and television spots, and motion pictures. Analysis of components for audio-visual communications techniques and audiences, using samples of successful campaigns.

## 2-276. Documentary Film

Spring, 2 credits

SID L. SCHWARTZ

History, development, and growth of this now widely-used tool for information, education, training, reporting, and television. Heavily documented with United States Government films and some foreign government film examples.

## Library Techniques

The following are nonprofessional library courses. They offer background information and training for the subprofessional library assistant and others whose work requires knowledge of library techniques.

### 2-125. Introduction to Library Service

Fall, 2 credits. Repeated in Spring

LEILA P. MORAN

Basic course for those expecting to pursue curriculum leading to nonprofessional certificate. Outlines purposes, procedures, techniques, development, and trends of librarianship. Individual assignments and conferences with students working toward the certificate. *Prerequisite:* Practical English Usage, or equivalent.

### 2-135. Introduction to Cataloging and Classification

Fall, 2 credits

JANE E. BRAUCHER  
LIINA KEERDOJA

Organization of library material. Card catalog and auxiliary records. Cataloging rules and routines. Review of cataloging systems. Classification routines and review of classification systems.



## 2-139. Cataloging and Classification II

Spring, 2 credits

ROBERT L. BIRCH  
LIINA KEERDOJA

Discussion of more difficult problems in descriptive cataloging, classification, and subject headings. Cataloging of practice collection. *Prerequisite:* Introduction to Cataloging and Classification, or one year's library experience.

## 2-137. Basic Reference Service and Reference Tools

Fall, 2 credits. Repeated in Summer

ROBERT L. BIRCH

Designed to help the student learn how and when to use large number of important or typical reference books or sets of books, such as dictionaries, encyclopedias, indexes, atlases, and yearbooks.

## 2-138. Introduction to Bibliographic Science

Fall, 2 credits

JOHN SHERROD

Bibliographic science and bibliographic style for beginners. Variations and forms of bibliography. Study and comparison of general bibliographic tools and indexes of chief importance.

## 2-136. Principles of Library Organization

Spring, 2 credits

PATRICK J. LARKIN

System and function of a library based on component parts and services that obtain regardless of size or purpose. Organization of function and service for utmost efficiency.

## 2-170. Children's Literature

Spring, 2 credits

VIRGINIA HAVILAND

Survey of books for children, pre-school to high school. Selection and evaluation of books in various categories: Picture books, fiction, folklore, poetry, biography, and other non-fiction.

## 2-145. Law Librarianship

Spring, 2 credits

JACK S. ELLENBERGER  
MARLENE C. MCGUIRL

Survey of law library administration with emphasis on research methods in primary and secondary authorities, international law, government publications, and work with Federal legislation. *Prerequisite:* Training in law or library work, or equivalent experience.

## [2-114.] Maps and Charts (1970-71 and alternate years)

Fall, 2 credits

CATHERINE I. BAHN

Survey to give analyst, researcher, librarian or teacher working with maps understanding of both domestic and foreign maps and charts, the agencies that produce them, their catalogs and indexes, and their availability in map libraries. Study of United States, foreign, and international mapping activities on workshop basis to permit presentation and solution of individual problems. Pertinent information on map libraries, reference facilities, map acquisition, cataloging and processing procedures and techniques. Presentation of maps, charts, reference materials, aids, and tools for laboratory use.

## 2-153. Automation of Library Operations

Fall, 2 credits

ABRAHAM I. LEBOWITZ

Introduction to automatic data processing as applied to solution of library problems. Description and explanation of necessary equipment. Methods for studying feasibility of ADP solutions to library problems, with illustrations from all aspects of library work. Description in detail of successful systems.

**2-152. Documentation**

Spring, 2 credits

ABRAHAM I. LEBOWITZ

Introductory survey designed to acquaint the student with many general topics involved in locating, organizing, and communicating specialized knowledge. Use of non-conventional systems in libraries and other information services.

**4-106. Information Storage and Retrieval by Computer**  
(See P. 54)**2-160. Library Techniques—Seminar**

Fall, 3 credits. Repeated in Spring

JOHN SHERROD

Overall summary and review of practical problems in library operations. Emphasis on work with the individual student. Special readings in literature of librarianship. Open only to the student who has completed all other requirements for a Certified Statement of Accomplishment in Library Techniques, including B average in all courses taken.

**Speech****2-228. Public Speaking for Beginners**

Fall, 2 credits. Repeated in Spring

NORMA RENO MILLER

For those needing more self-confidence and ability in meeting business, club, church, and social speaking situations. Basic steps in speech preparation and delivery. Emphasis on extemporaneous speech of from one to 10 minutes in length. Twelve or more opportunities for each student to speak and receive written and oral constructive criticism.

**2-229. Advanced Public Speaking**

Fall, 2 credits. Repeated in Spring

ROBERT C. DONAHUE

Emphasis on gathering of materials, organization of speech, and repeated practice in delivery of various forms of public address. Wide application of audio-visual in various speech situations. Each student speaks at each meeting. Importance of personal recapitulation and student criticism. Instructor evaluation stressed. *Prerequisite:* Public Speaking for Beginners, or special permission.

**2-232. Voice and Remedial Speech**

Fall, 2 credits

JON M. FITZGERALD

Drill course. Word analysis. Consonant clarity. Phrasing. Pausing. Pronunciation. Voice: power, pitch, inflection, quality, vitality, and stress. Reading from manuscript.

**2-246. Voice and Diction**

Spring, 2 credits

JON M. FITZGERALD

Fundamentals as outlined in course description for Voice and Remedial Speech form basis of course. More advanced work presented. May be continuation of Voice and Remedial Speech for the student needing two courses in this area.

**2-236. Remedial Speech**

Summer, 2 credits

JON M. FITZGERALD

Techniques to aid in the correction of specific speech problems. Practice course. Individual guidance.



## Foreign Languages

The Graduate School provides opportunities for instruction in a wide range of foreign languages. The courses presently available are listed on the following pages. Additional courses in these and other languages can be offered if there is sufficient demand. Students with special interests should consult the Registrar well in advance of the opening of a semester.

### 2-209. Introduction to Linguistics

Year, 3 credits each semester

WILLIAM H. THOMPSON

Basic facets and fundamentals of linguistics accepted by majority of scholars in order to serve as basis for understanding of nature and functioning of language. First step toward study of advanced linguistics. Featuring of no specific language structure. Rather presentation of broad spectrum linguistic phenomena in traditional sequence of phonetics, phonemics, morphology, and syntax. Linguistic geography, graphemics, linguistic changes, related fields, and uses of linguistics. *Prerequisite*: One year of foreign language at college level, or equivalent.

### 2-219. Principles of Translation

Fall, 3 credits. Repeated in Spring

GERARD L. LA ROCHE

Demonstration of principles and techniques of translation through comparative analysis of structural and stylistic elements of French and English. Two-way translation by way of illustration. Development of practical skill principally through translation of general French language texts into closest stylistic English equivalent. Brief review of finer points of French grammar. *Prerequisites*: Intermediate knowledge of French and demonstrated ability to write lucid English prose.

## Chinese

### 2-200. Elementary Mandarin Chinese (1969-70 *and alternate years*)

Year, 4 credits each semester

MARGARET T. HU

Introductory course in written Mandarin Chinese.

### [2-201.] Intermediate Mandarin Chinese (1970-71 *and every third year*)

Year, 4 credits each semester

MARGARET T. HU

Intermediate course in written Mandarin Chinese.

### [2-202.] Advanced Mandarin Chinese (1971-72 *and every third year*)

Year, 3 credits each semester

MARGARET T. HU

Advanced course in written Mandarin Chinese.

## French

### 2-253. Elementary French

Year, 3 credits each semester

GERMAINE BARGIN  
HENRIËTTE DE CONSTANT CHARDON  
HÉLÈNE V. THATCHER

Basic grammar and vocabulary. Foundation work in speaking, understanding, reading, and writing French. For beginners.

## 2-254. Intermediate French

Year, 3 credits each semester

GERMAINE BARGIN  
HENRIËTTE DE CONSTANT CHARDON  
HÉLÈNE V. THATCHER

Sequel to Elementary French. Systematic review of French grammar. Continued training in speaking, understanding, reading, and writing French. *Prerequisite*: One year of French at college level, or equivalent.

## 2-68. Reading French

Fall, non-credit. Repeated in Spring and Summer

HENRIËTTE DE CONSTANT CHARDON

Basic French grammar, reading, and vocabulary building for students who have had some French and wish to review it.

## 2-87. Basic Conversational French

Fall, non-credit. Repeated in Spring and Summer

GERMAINE BARGIN

Designed to impart elementary facility in everyday spoken French. Through practice, the student learns to make himself understood and to follow conversations about family, meals, work, sports, travelling, and other common subjects. Useful for those planning to travel in a French-speaking country. No previous knowledge of French required.

## 2-255. Advanced French Conversation and Composition

Fall, 3 credits. Repeated in Spring

HÉLÈNE V. THATCHER

Designed to develop fluent style of idiomatic conversation on topics most likely to be met in travelling in French-speaking countries. Grammar review. Some composition and dictation exercises. Reading of classical and current French authors. *Prerequisite*: Two years of college French, or equivalent. Good knowledge of grammar and considerable vocabulary.

## 2-258. Advanced French Reading

Fall, 3 credits. Repeated in Spring

HENRIËTTE DE CONSTANT CHARDON

Reading and translation of more advanced French texts. Emphasis on correct pronunciation and reading. *Prerequisite*: Two years of college French, or equivalent.

## 2-274. Advanced Reading and Conversation

Fall, 3 credits. Repeated in Spring

HENRIËTTE DE CONSTANT CHARDON

Designed to help the student move from functional knowledge to fluency. Sections organized around French classical selections beginning with Pascal. Grammatical review. Oral drill. Style analysis. Alternative translation possibilities. Related cultural-historical discussions. *Prerequisite*: Three years of college French, or equivalent.

## 2-284. French Contemporary Life

Fall, 3 credits. Repeated in Spring

GENEVIEVE M. D'HAUCOURT

Basic data of French civilization: Geographical features, racial components, and others. Historical developments resulting in present-day French. Its features and problems. Survey of economic, political, and social conditions as of present, future trends. Course given in French or English, depending on needs of the students.

## German

## 2-259. Elementary German

Year, 3 credits each semester

REINHOLD W. HOFFMANN

Basic grammar and vocabulary. Foundation work in speaking, understanding, reading, and writing German. For beginners.

## **2-260. Intermediate German**

Year, 3 credits each semester

LOUCIANA G. M. ROSE

Sequel to Elementary German. Systematic review of German grammar. Continued training in speaking, understanding, reading, and writing German. Brief introduction to German literature, civilization, and thought, based on selected intermediate level readings. *Prerequisite*: One year of German at college level, or equivalent.

## **2-88. Basic Conversational German I**

Fall, non-credit. Repeated in Spring and Summer

CHARLES V. P. VON LUTTICHAU

Designed to impart elementary facility in everyday spoken German. Through practice, the student learns to make himself understood and to follow conversations about family, meals, work, sports, travelling, and other common subjects. Useful for those planning to travel in a German-speaking country. No previous knowledge of German required.

## **2-96. Basic Conversational German II**

Spring, non-credit

CHARLES V. P. VON LUTTICHAU

Continuation of Basic Conversational German. Practice in conversation to improve vocabulary and fluency. *Prerequisite*: Basic Conversational German I, or equivalent.

## **2-196. Scientific German I**

Fall, 3 credits. Repeated in Spring and Summer

ERIKA R. NEIL

Basic grammar with emphasis on scientific vocabulary. For the scientist or student preparing for language examinations required for advanced degrees. No previous knowledge of German required.

## **2-197. Scientific German II**

Fall, 3 credits. Repeated in Spring

ERIKA R. NEIL

Designed to develop reading knowledge of scientific German. *Prerequisite*: Scientific German I, or equivalent.

## **Italian**

## **2-270. Elementary Italian**

Year, 3 credits each semester

MAGNA E. BAUER

Basic grammar and vocabulary. Foundation work in speaking, understanding, reading, and writing Italian. For beginners.

## **2-271. Intermediate Italian**

Year, 3 credits each semester

VICTOR L. BONDY

Sequel to Elementary Italian. Systematic review of Italian grammar. Continued training in speaking, understanding, reading, and writing Italian. *Prerequisite*: One year of Italian at college level, or equivalent.

## **Portuguese**

## **2-290. Elementary Portuguese (1969–70 and alternate years)**

Year, 3 credits each semester

ADALCINDA C. LUXARDO

Basic grammar and vocabulary. Foundation work in speaking, understanding, reading, and writing Portuguese.

## [2-291.] Intermediate Portuguese (1970-71 and alternate years)

Year, 3 credits each semester

ADALCINDA C. LUXARDO

Sequel to Elementary Portuguese. Systematic review of Portuguese grammar. Continued training in speaking, understanding, reading, and writing Portuguese. *Prerequisite*: One year of Portuguese at college level, or equivalent.

## Russian

### 2-295. Elementary Russian

Year, 3 credits

VICTOR A. FEDIAY  
LIDIA GERICH  
NICHOLAS RICHTER

Basic grammar and vocabulary. Foundation work in speaking, understanding, reading, and writing Russian. For beginners.

### 2-296. Intermediate Russian

Year, 3 credits each semester

VICTOR FEDIAY  
LIDIA GERICH  
NICHOLAS RICHTER

Sequel to Elementary Russian. Systematic review of Russian grammar. Continued training in speaking, understanding, reading, and writing Russian. *Prerequisite*: One year of Russian at college level, or equivalent.

### 2-299. Advanced Russian

Year, 3 credits each semester

VICTOR FEDIAY  
LIDIA GERICH  
NICHOLAS RICHTER

Reading and translation of more advanced Russian texts. Composition in Russian. Oral and written translation from English to Russian. *Prerequisite*: Two years of Russian at college level, or equivalent.

### 2-292. Scientific Russian I

Fall, 3 credits

TATIANA W. BOLDYREFF

Designed to develop reading knowledge of scientific Russian. No previous knowledge of Russian required.

### 2-294. Scientific Russian II

Spring, 3 credits

TATIANA W. BOLDYREFF

Designed to develop reading knowledge of scientific Russian. *Prerequisite*: Scientific Russian I, or equivalent.

### 2-31. Russian Poetry

Fall, non-credit. Repeated in Spring

TATIANA W. BOLDYREFF

Readings in Russian poetry from beginning to present, including modern living poets, but with emphasis on classical poets, especially Lermontov and Pushkin. Interpretation and appreciation of form and content. Informal discussion encouraging active student participation. Lectures, readings, translations, and recitations. Term paper optional. *Prerequisite*: Two years of college Russian, or equivalent.



## Spanish

### 2-300. Elementary Spanish

Year, 3 credits each semester

ERWIN JAFFE  
JOSÉ OTERO

Basic grammar and vocabulary. Foundation work in speaking, understanding, reading, and writing Spanish. For beginners.

### 2-301. Intermediate Spanish

Year, 3 credits each semester

MARIA Z. BROUWER

Sequel to Elementary Spanish. Systematic review of Spanish grammar. Continued training in speaking, understanding, reading, and writing Spanish. *Prerequisite*: One year of Spanish at college level, or equivalent.

### 2-302. Advanced Spanish Conversation and Composition

Year, 2 credits each semester

ANTONIO LASAGA

Designed to develop fluency in idiomatic conversation and to provide thorough training in the structure of the language. Grammar review only if deemed necessary. Writing of compositions commercial and familiar letters. Reading of current newspapers, magazines, and novels. *Prerequisite*: Intermediate Spanish, or equivalent.

### 2-83. Basic Conversational Spanish I

Fall, non-credit. Repeated in Spring and Summer

ANTONIO LASAGA  
JOSÉ OTERO

Designed to impart elementary facility in everyday spoken Spanish. Through practice, the student learns to make himself understood and to follow conversations about family, meals, work, sports, travelling, and other common subjects. Useful for those planning to travel in a Spanish-speaking country. No previous knowledge of Spanish required.

### 2-84. Basic Conversational Spanish II

Fall, non-credit. Repeated in Spring and Summer

JOSÉ OTERO

Continuation of Basic Conversational Spanish. Continued practice in conversation to improve vocabulary and fluency. *Prerequisite*: Basic Conversational Spanish, or equivalent.

## Swahili

### 2-210. Elementary Swahili

Year, 3 credits each semester

MILAN G. P. DE LANY

Study of sound system and basic structure of Swahili language. The students learn to take part in simple conversation, as well as to read and write.

### 2-211. Intermediate Swahili

Year, 3 credits each semester

MILAN G. P. DE LANY

Sequel to Elementary Swahili. Systematic review of grammar, including more advanced structures and idioms. Continued training in speaking, comprehension, reading, and writing. *Prerequisite*: Elementary Swahili, or equivalent.

# Mathematics and Statistics

## DEPARTMENTAL COMMITTEE

Bruce W. Kelly, *Chairman*

Maurice F. Bresnahan, Morris H. Hansen, Earl E. Houseman, Walter W. Jacobs, Jack Moshman, Vito Natrello, Walt R. Simmons, B. Ralph Stauber, Benjamin J. Tepping, Marie D. Wann

Unprecedented dependence is being placed on statisticians by administrative officials in Government and in private business all over the world. The statistician, through his specialized training, is able to provide current and comprehensive information as well as specialized judgment on many subjects, and to do so with speed and economy. By applying proper principles of design, he can insure securing the maximum amount of information from a given investment in an experiment or survey. His specialized knowledge and techniques are indispensable in both industry and in Government.

The making of a statistician is a long and exacting process. Several years of graduate study, and at least a year and a half of high-level experience under competent leadership are essential. Educational facilities are strained, not only because of the heavy and increasing demand, but also because the educational requirements placed on the statistician today are of an entirely different order of magnitude than only a few years ago.

Recent years have seen the addition of an array of computing aids that vastly expand the horizon of what is possible in statistical data handling and computation. Computational and data handling operations that were regarded as impossible or even fantastic a few years ago are now routine as a result of the development of the electronic computer. This means that the statistician must be familiar not only with the theoretical principles underlying statistical analysis and the design of surveys and experiments, together with the skills for carrying out the operational phases of such activities. He must also be familiar with the potentialities and application of modern-day equipment for carrying out the computational aspects of his activities.

Accordingly, the courses offered by the Department of Mathematics and Statistics include: Basic mathematics prerequisite to statistics courses, specialized mathematics related to statistics, a wide range of courses in statistics ranging from elementary to advanced, data processing on electronic computers, and supplementary subjects related to the statistical field.

## Mathematics

### 3-8. Intermediate Algebra

Fall, non-credit. Repeated in Spring and Summer.

REX G. BUTLER  
STEWART B. FOX, JR.

Designed primarily for the student with limited background in algebra, or who has been away from algebra for a number of years and needs a refresher course. Fundamental operations of addition, subtraction, multiplication, and division. Factoring. Fractions. Linear equations in one, two, and three unknowns. Functions and their graphs. Systems of linear equations. Exponents and radi-

calcs. Quadratic equations. Ratio, proportion, and variation. Arithmetic and geometric progressions. Logarithms. Binomial theorem. Considerable effort required for the student with no more than high school algebra.

### 3-30. Basic Mathematics

Fall, non-credit. Repeated in Spring

LEONIDE STAMBUL-SHEIK

Review of arithmetic with applications. Fundamental operations in algebra. Equations and formulas. Graphic representation. Ratio. Proportions. Progressions. Number series. Permutations. Logarithms. Slide rule. Geometric formulas and their application. Trigonometric definitions and functions. Solving of triangles. Applied mathematics in theory and practice. *Prerequisite*: High school algebra.

### 6-423. Mathematics of Accounting and Investment

(See P. 89)

### 3-1. Review of College Freshman Mathematics

Year, non-credit

ANTHONY T. DIAMOND

Review at level of college Freshman mathematics. Algebra, trigonometry, and analytic geometry. Brief introduction to methods of the differential calculus. Emphasis on applications to statistical problems. *Prerequisite*: One year of college mathematics.

### 3-2. Review of Calculus

Spring, non-credit. Repeated in Summer

WILLIAM I. MILWEE, JR.

Variables, functions, limits, derivatives, application of derivatives to geometry as well as engineering curve fitting and analysis. Transcendental functions, parametric equations, solar equations, differentials, mean value theorem, techniques of integration, and engineering application. Series and expansion of functions. Hyperbolic functions, differential equations, and partial equations. *Prerequisites*: Analytic geometry and differential and integral calculus.

### 3-102. College Algebra

Fall, 4 credits. Repeated in Spring

NATHAN GORDON  
NATHAN LACHER

Number system of algebra. Algebraic expressions. Elementary graphical methods. Operations with polynomials. Fractional expressions. Linear equations. Fractional exponents. Radicals and complex numbers. Quadratic equations. Systems of equations in two unknowns involving quadratics. Ratio, proportion, and variation. Theory of equations. Determinants. Solution of equations by inverse matrix. Permutations, combinations, and probability. Binomial theorem. Progressions. Infinite geometric series. Inequalities. Logarithms. Mathematics of investment. *Prerequisites*: Elementary and Intermediate Algebra and plane geometry.

### 3-103. Trigonometry and Analytic Geometry

Fall, 4 credits. Repeated in Spring

THOMAS A. BENEDIK  
JAMES G. HOWCROFT

Basic definitions and uses of trigonometric functions. Logarithmic solutions. Radian measure. Fundamental identities. Oblique triangles. Polar coordinates and inverse trigonometric functions. Complex numbers and De Moivre's theorem. Graphs of functions and inverse functions.

### 3-104. Trigonometry

Summer, 2 credits

JOSEPH L. STEARN

Basic definitions and uses of trigonometric functions. Logarithmic solutions. Radian measure. Fundamental identities. Oblique triangles. Polar coordinates. Inverse trigonometric functions. Complex numbers and De Moivre's theorem. Graphs of functions and inverse functions. Introduction to spherical trigonometry. *Prerequisite*: College algebra.



### 3-206. Calculus

Year, 4 credits each semester

EUGENE B. MITCHELL  
EDWARD G. OGDEN  
CHARLES E. SLONIM  
GORDON F. SPOONER  
DAVID M. STEMBEL, JR.

First semester: Variables, functions, limits, continuity, derivatives. Applications of the derivative to geometry and physics. Maxima and minima. Differentials. Mean value theorem. Simple integration and applications to geometry and physics. Radius and circle of curvature. Vectors. Hyperbolic functions. Partial derivatives. Second semester: Standard integral forms. Special methods of integration. Approximate methods of integration. Improper integrals. Indeterminate forms. Series. Expansion of functions. Multiple integrals. Introduction to differential equations. *Prerequisites*: College algebra, trigonometry, and analytic geometry.

### 3-415. Elementary Matrix Theory

Year, 3 credits each semester

MICHAEL C. DAVIS  
LAWRENCE A. GAMBINO  
WESLEY E. SANBURN

Matrix algebra. Determinant theory. Inverse of matrix, rank, and equivalence. Linear equations and linear dependence. Vector spaces and linear transformations. Characteristic equation of matrix. Bilinear and quadratic forms. *Prerequisite*: One year of college mathematics, or equivalent.

### 3-444. Elements of Abstract Algebra

Fall, 3 credits. Repeated in Spring

WESLEY E. SANBURN

Algebraic systems. Integers, sets, ordering, equivalence relations, mathematical induction, mappings, and binary operations. Sets with one binary operation—groups. Sets with two binary operations—rings, integral domains, and fields. Vector spaces and linear transformations. Boolean algebras. *Prerequisite*: One semester of matrix algebra, or equivalent.

### 3-502. Differential Equations

Year, 3 credits each semester

EDWARD J. MCGRANE

Basic theory of differential equations. Techniques for solving various types of differential equations to include first order and higher and first degree and higher. Linear differential equations with constant coefficients and application. Use of symbolic operators and inverse transforms. Laplace transforms. Fourier transforms, partial differential equations, and their application. Review of calculus as required. Physical and engineering (mechanical and electrical) applications of differential equations stressed. *Prerequisites*: Thorough understanding of algebra, analytical geometry, trigonometry, and differential and integral calculus.

### 3-500. Topics in Higher Applied Mathematics

Year, 3 credits each semester

GEORGE P. NEYMAN, III

First semester: Covers some principal analytical tools of science and engineering. Typical applications discussed throughout course. Differential and integral applications of functions of several variables. Infinite series and power series expansions. Gamma, Beta, and Bessel functions. Fourier series and integral. Fundamental operations with vectors, linear vector spaces, and introduction to vector field theory including line and surface integrals. Second semester: Dimensional analysis. Complex variables: Analytic functions, integrals, power series, residues, and conformal mapping. Laplace and related transforms. Stieltjes integrals. *Prerequisites*: Differential and integral calculus.

### 3-310. Introduction to Probability Theory

Year, 3 credits each semester

MORTON S. RAFF

Designed for research workers wanting introduction to probability theory and its application to statistical technique. Historical development of various definitions and philosophic points of view



of probability and their practical implications for subject-matter application. Elementary theory of sets, combinatorial analysis, conditional probability and Bayes's Rule, discrete and continuous distribution functions, and random variables. Sums of random variables, variance of sums, generating functions, testing of hypotheses, and estimation of parameters. *Prerequisite:* One year of calculus

3-312. Numerical Methods in Computation

Year, 2 credits each semester

L. KENTON MEALS

Designed as introduction to major topics in numerical mathematical analysis used in modern scientific digital computation. Broad coverage of types of mathematical problems solvable on digital computers. Their reduction to efficient digital computer procedures, including flow-charting. Measurement and control of numerical errors encountered in computing. First semester: General concepts of digital computation. Theory and practice of flow-charting. Types of computational errors, ways of representing them, and evaluating their effects. Approximation of functions by series. Iterative methods of solution of algebraic and transcendental equations. Computation of determinants and inversion of matrices. Solution of systems of linear equations. Second semester: Interpolation methods for one and two independent variables. Methods of Lagrange and Bernstein. Characteristic values and vectors. Formulas for numerical differentiation and integration. Solution and systems of differential equations. Linear differential equations. *Prerequisites:* Analytic geometry and basics of differential and integral calculus. Programming experience desirable. The second semester may be taken without the first, with special permission.

3-599. Numerical Methods for Scientists and Engineers

Fall, 3 credits

S. RICHARD KRAFT

Survey of general methods of numerically solving differential equations. Study of basic types of equations by process beginning with derivation of equation from fundamental physical principles and ending with numerical solution on digital computer. Stress on learning numerical algorithms for solving equations and learning techniques for investigating accuracy, stability, and convergence rate of algorithm. *Prerequisites:* Thorough understanding of calculus and familiarity with matrices and digital computers.

3-315. Introduction to Modern Mathematics

Spring, 3 credits

INSTRUCTOR TO BE ANNOUNCED

Modern approach to basic ideas of mathematics, with scientific applications. Finite situations and logical relations as basis for introduction to and consideration of sets and subsets, probability, statistics, vectors and matrices, and game theory, with applications to biological and social scientific problems. *Prerequisites:* College algebra, and trigonometry, or special permission.

3-546. Application of Differential Equations to Engineering Theory and Related Problems including Wave Theory

Year, 3 credits each semester

EDWARD J. McGRANE

Development and application of operational methods and techniques to engineering subjects and related problems. Mathematical analysis of engineering systems, employing such techniques as further development and application of Laplace and Fourier transforms to linear and non-linear systems, use of series, approximation to second order differential equations, and partial differential equations. Stability theory. System responses. Oscillatory functions and network analysis. Wave theory and propagation of electro-magnetic energy through various media. Use of vector and vector analysis. Development of principles of transmission lines. Development of Maxwell's equations. *Prerequisite:* Differential Equations, or equivalent.

[3-508.] Theory of Errors (1970-71 and alternate years)

Spring, 3 credits

JOSEPH L. STEARN

Basic concepts in theory of errors and their application to problems in engineering. Designed to give the student sufficient background to find solutions to problems in error theory and least squares. Classification of errors, the Gaussian law of error, normal distribution, rectangular distribution, meas-

ures of precision, propagation of errors, method of least squares as applied to observation and condition equations, design of significance tests for acceptance or rejection of observations, simultaneous solution of observation and condition equations, variance-covariance matrix, and alternatives to least squares. First three weeks devoted to introduction to basic fundamentals of matrix calculus. *Prerequisite*: Calculus.

### 3-509. Mathematics for Economists

Year, 3 credits each semester

ANTHONY S. ROJKO

Aspects of mathematics most useful to economists: Algebra, geometry, differential and integral calculus, differential and difference equations, and matrix algebra. At each stage, use of described mathematical methods to solve problems based on economic theory or analysis. Demonstration of applications of these techniques in fitting equations by least squares, in fitting systems of simultaneous equations, and in using such systems for analytical purposes. *Prerequisites*: Principles of Economics and college algebra, or special permission.

### 8-406. Engineering Mathematics

(See P. 109)

### 3-532. Introduction to Linear Programming

Fall, 3 credits

W. CHARLES MYLANDER

Basic theoretical, computational, and applied aspects of linear programming. Background for recognition of problems of linear programming nature, formulation of such problems as linear programming models, and use of proper computational techniques to solve these problems. Understanding of mathematical aspects tying together these elements of linear programming. General linear programming problem, simplex computational procedure, duality theorems of linear programming, transportation problem, assignment problems, production scheduling problems, diet problems, additional applications, relationship between the zero-sum two-person game and linear programming, parametric linear programming, and recent developments. Introductory lectures on matrices, vectors and vector spaces, convex sets, and linear inequalities. *Prerequisite*: Two years of college mathematics.

### 3-541. Mathematical Programming

Spring, 3 credits

W. CHARLES MYLANDER

Basic concepts and methods of mathematical programming. Minimization of function of many variables subject to system of linear and non-linear inequality constraints. Theory of convex sets and functions. Minimax and duality theory. Necessary and sufficient conditions for optima of non-linear programming. Methods for solving non-linear programming problem such as feasible directions, cutting planes, penalty functions, and pivot algorithms for quadratic programming. Advanced topics in linear programming. *Prerequisite*: Introduction to Linear Programming, or one semester of undergraduate real analysis.

### 3-533. Mathematical Methods in Operations Research I

Fall, 3 credits

LEON H. MILLER, JR.

Study of methods and philosophies used in operations research and systems analysis. Methods used in solving deterministic models of business military, and government. Optimization methods of single and multiple variables, non-linear programming, linear programming, dynamic programming, PERT, and inventory theory. Application and computational aspects stressed. *Prerequisite*: Calculus.

### 3-534. Mathematical Methods in Operations Research II

Spring, 3 credits

LEON H. MILLER, JR.

Study of stochastic models as used in business, military, and government. Queuing theory, Markov chains, simulation, decision theory, management games, and theory of games. *Prerequisites*: Calculus and one year of statistics. *Operations Research I is not required.*

## Statistics

### Certified Statement of Accomplishment in Statistics

A Certified Statement of Accomplishment in Statistics is granted to a student who has completed an organized program in one of three fields of statistical study, the social sciences, the natural sciences, or mathematical statistics. These represent areas of statistical preparation and application especially useful in the Federal Government. Completion of one of these programs prepares the student for effective public service in a particular field. Substitutions may be approved under appropriate circumstances.

#### Requirements

1. An undergraduate degree
2. Basic courses required of all candidates: (15 credits) (for all fields)
  - College Algebra (4)
  - Plane Trigonometry (2)
  - Analytic Geometry (2)
  - Calculus (4)
  - Principles of Statistical Analysis (3) or Elements of Statistical Methods (2)
3. 24 semester hours of credit with an average grade of B or better in the following specialized and elective courses:
  - a. Specialized Courses:
    - Social Sciences**
      - Mathematical Statistics (8)
      - Elementary Matrix Theory (6)
      - Sampling in Social and Economic Surveys (3) or Theory of Sample Surveys (4)
      - Introduction to Population Statistics (3)
    - Natural Sciences**
      - Mathematical Statistics (8)
      - Statistics in Experimental Research (3)
      - Elementary Matrix Theory (6)
      - Design of Experiments in Biological Sciences (4)
      - or Introduction to Experimental Statistics (8)
      - Application of Experimental Statistics to Biological Problems (6)
    - Mathematical Statistics**
      - Mathematical Statistics (8)
      - Elementary Matrix Theory (6)
      - Theory of Sample Surveys (4)
      - Introduction to Probability Theory (6)
      - A course in programming an electronic digital computer
  - b. Elective Courses:
    - Differential Equations (4)
    - Introduction to Linear Programming (3)
    - Operations Research I and II (6)
    - Mathematical Programming (3)
    - Statistics in Experimental Research (3)



*A student seeking this certified statement should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. Equivalent courses will be accepted by transfer from other institutions.*

### 3-6. Preparatory Mathematics for Introductory Statistics

Fall, non-credit. Repeated in Spring and Summer

WILLIAM E. KIBLER

For the student with inadequate mathematical background who desires to study statistics at introductory level. Basic operations of algebra, fractions, exponents, summation notation, manipulation of algebraic expression, logarithms, graphic representation of equations, solution of simultaneous equations, elements of probability, permutations and combinations, and mathematical expectation. Emphasis on algebra used in statistics. Examples and problems primarily from statistical operations. *Prerequisite*: High school algebra.

### 3-126. Introductory Statistics

Year, 3 credits each semester. Repeated in Spring and Summer

JAMES M. CONDIE  
GALEN F. HART  
RICHARD S. MAGLEBY  
R. PAUL MOORE  
VLADIMIR NALESZKIEWICZ  
FRANCIS S. URBAN  
QUENTIN M. WEST

First semester: *Descriptive statistics*. Collection of data. Presentation of data in tables and graphs. Frequency distributions. Measures of central tendency. Measures of dispersion. Regression analysis. Simple and multiple correlation. Time series analysis. Index numbers. Second semester: *Statistical inference*. Sampling distribution. Probability theory. Normal curve. Statistical estimation and testing of hypotheses. Decision theory and analysis of variance. Chi square. Point and interval estimates in regression models. Sampling in correlation analysis. *Prerequisite*: High school algebra.

### 3-380. Principles of Statistical Analysis

Year, 3 credits each semester

CHARLES E. CAUDILL

Foundation for basic concepts and principles of statistical analysis, and development of understanding of their application to scientific investigation. Elementary probability. Expected values. Binomial, Poisson, and normal distributions. Introduction to sampling. Statistical tests of significance. Introduction to concept of maximum likelihood and to nonparametric tests. Simple and multiple correlation. Some theory of determinants with applications to correlation and the inverse matrix. Introduction to analysis of variance and covariance. Elementary principles of design and analysis of surveys and experiments. Use of statistical tables by Fisher, Yates, and others. *Prerequisites*: College Algebra. Elementary statistics, and/or further mathematics desirable.

### 3-385. Elements of Statistical Methods

Year, 2 credits each semester

GARY V. RICHARDSON  
RUEL L. WILSON, JR.

Principles underlying statistical methods with particular reference to natural and physical sciences. Elementary probability, distribution of discontinuous and continuous variables, statistics versus parameters, chi-square test, "t" test, correlation, regression, analysis of variance and covariance, and meaning of experimental error and statistical inference. *Prerequisite*: College training in agriculture or biological sciences. College algebra helpful.

### 3-136. Graphic Methods of Presenting Statistics

Fall, 2 credits

NELSON P. GUIDRY

Analysis of statistical data to determine best form for graphic presentation. Application of data to many types of illustrations in several forms of various classes. Preparation of rough pencil layout examples of time series charts, frequency diagrams, semilog charts, pie charts, pictorial symbol charts, cartograms, and other illustrative examples. Analysis of comparability and evaluation of individual charts and maps in series.



### 3-318. Machine Tabulation I

Fall, 2 credits. Repeated in Spring

S. EDWARD PELL

Principles of operation, capabilities, and limitations of electrical accounting machine equipment. Card punching and verifying machines. Sorters. Collators. Interpreters. Reproducing punches. Others. Instruction in basic wiring of machines. *Not intended to train in physical operation of machines.*

### 3-319. Machine Tabulation II

Spring, 2 credits

S. EDWARD PELL

Principles of operation, capabilities, and limitations of electrical accounting machines. Type 407. Instruction in wiring of machines including solution of advanced wiring problems. *Not intended to train in physical operation of machines. Prerequisite:* Machine Tabulation I, or knowledge of basic wiring of electronic accounting machine equipment.

### 3-400. Mathematical Statistics

Year, 4 credits each semester

EDWARD L. MELNICK

Theory of statistics with introduction to probability theory and statistical inference. Sample space, sets, and events. Axiomatic theory of probability. Marginal and conditional probability. Bayes' Theorem. Discrete and continuous probability functions. Expectation. Moments and moment generating functions. Hypergeometric, binomial, poisson, normal, gamma, and beta distributions. Sampling statistics. Limit theorems. Sampling distributions, Chi-square, Snedecor's F and student's t. Decision theory, estimation, properties of point estimators, Cramer-Rao inequality, maximum likelihood, confidence interval estimation, testing hypotheses, Neyman-Pearson principle, and likelihood ratio. Regression and linear hypotheses. Multivariate normal distribution. Order statistics. Applications in assigned problems reviewed in class. *Prerequisites:* Calculus and Introductory Statistics, or special permission.

### 3-405. Statistics in Experimental Research

Fall, 3 credits

HAROLD F. HUDDLESTON

Design, analysis, and interpretation of data from experiments or surveys. Elementary probability relationships, concept of sampling error, determination of sample size, tests of hypotheses for two or more sample means, uses of chi-square, analysis of variance and covariance, and individual degrees of freedom. Basic design principles of completely randomized, randomized block, Latin square, split plot, incomplete blocks, factorials, and confounding. *Prerequisite:* Recent course in elementary statistical methods, or familiarity with ordinary methods of tabulating experimental data, or special permission.

### [3-435.] Sampling in Social and Economic Surveys (1970-71 and alternate years)

Fall, 3 credits

HAROLD NISSELSON

Nonmathematical survey of sampling theory and practice. Development of basic ideas of statistical sampling, with applications in social and economic surveys. Unrestricted random, stratified, systematic, area and cluster sampling, and subsampling. Discussion of sample designs used in United States and in foreign countries with respect to considerations of statistical efficiency, cost functions, and the administrative limitations imposed on design. *Prerequisite:* Elementary statistics.

### 3-450. Introduction to Population Statistics

Fall, 3 credits

JACOB S. SIEGEL

Principal sources of population data. Collection and processing of demographic data. Problems of census taking. Measuring quality of population data. Basic methods of measuring and analyzing population size, geographic distribution, composition (age, sex, race, and ethnic composition) and dynamics (natality, mortality, reproductivity, and migration). Principal demographic rates, including crude and adjusted rates. General methods such as standardization, cohort analysis, and interpolation. Nature and use of life tables. Population estimates and projections. *Prerequisites:* Elementary statistics and course in social sciences.

1-570. Design of Experiments in Biological Sciences  
(See P. 15)

6-415. Statistical Science in Management (See P. 77)

6-343. Statistical Sampling for Financial Management  
(See P. 87)

3-460. Stochastic Processes

Year, 3 credits each semester

JOHN C. BAILAR, III

Statistical study of time series and other random processes, with applications in natural, social, and biological sciences. First semester: Properties of random processes. Statistical operations on processes. Study of counting processes. Second semester: Markov processes, including random walks, birth-and-death processes, queueing theory, detection of clustering, competition and predation, and diffusion processes. Emphasis on understanding concepts and theory as necessary step toward application. *Prerequisites*: Calculus and Introductory Statistics, or equivalent. Mathematical Statistics or probability desirable.

3-490. Application of Experimental Statistics to Biological Problems

Year, 3 credits each semester

RICHARD P. LEHMANN and ROBERT H. MILLER

First semester: Review of linear, multiple linear, curvilinear, and multiple curvilinear regression methods, with particular reference to biological research. Multiple regression approach to analysis of data from experimental designs. Analysis of nonorthogonal data and missing plot techniques. Second semester: Mixed and random models. Estimation of variance components by direct and indirect methods. Special topics: Individual regressions in least squares analysis. Indirect methods of estimating effects. Weighted least squares methods. Transformations. Maximum likelihood methods. Necessary basic matrix arithmetic as needed. *Prerequisites*: College algebra and course in experimental statistics.

3-735. Theory of Sample Surveys

Year, 2 credits each semester

JOSEPH STEINBERG and JOSEPH WAKSBERG

History of sampling in social surveys. Use of statistical control in improving quality and efficiency of estimates. Calculation of sampling errors. Random, stratified random, purposive, double and systematic sampling. Cost function and choice of sampling unit. Size and type of sample necessary to attain stated degree of precision. Distinction between precision and accuracy. Development of theory of probability as necessary. Contributions of Fisher, Neyman, Yates, Cochran, and others. *Prerequisites*: Calculus and Principles of Statistical Analysis.

3-763. Nonsampling Errors in Statistical Surveys

Fall, 2 credits

MONROE G. SIRKEN

Review of statistical concepts. Models used in design of statistical surveys. Distinction between mixed error and specific error models. Derivation of mixed error models. Models dealing with non-response and with memory bias. Application of error models in design of optimum statistical surveys.

3-762. Electronic Computer Methods for Statisticians  
(See P. 51)

## 3-025. Federal Statistical Services

Fall, non-credit

PAUL F. KRUEGER

Federal statistical system: its growth, organization, major characteristics, and functions. Four lecture-seminars meeting from 3:30 to 5:00 P.M. on September 18, October 2, October 16, and October 30. Registration required, but no fees charged.

## Electronic Data Processing

## CERTIFIED STATEMENT OF ACCOMPLISHMENT IN SYSTEMS DESIGN

A Certified Statement of Accomplishment in Systems Design is granted to a student who has completed an organized course of study intended to prepare him for effective and creative work in this field. The potentialities of the modern computer have opened new vistas in the entire field of numerical and record work, in scientific computations, accounting, records and file maintenance of many kinds, data retrieval, inventory, simulation of technical processes and management processes, and any of a number of new and less developed fields. The analysis and design of automated systems to accomplish the objectives sought in all such undertakings opens up a challenging new field demanding well-trained specialists. The required courses leading to the certified statement provide the hard core of basic work. The electives offer the student opportunity to emphasize areas that appeal to his own special interest.

## Requirements

1. An undergraduate degree, or equivalent in exceptional cases
2. Prerequisite courses
  - Calculus (4)
  - Machine Tabulation I and II (4)
  - Principles of Accounting (3)
  - Principles of Statistical Analysis (3)
3. 24 semester hours of credit in the following specialized courses:
  - Data Processing on Large-Scale Electronic Computers—UNIVAC 1108 (3) or IBM 360 Data Processing System (3) or Programming Honeywell 200 (3)
  - ADP System—Analysis, Design, Acquisition, and Operation (3)
  - Electronic Data Processing—General (3)
  - Cobol Programming—Fundamentals (3) or Fortran Programming for Scientific and Business Computers (3)
  - Operations Research I and II (6)
  - Systems Analysis and Design (6)
4. 10 semester hours of credit from the following courses:
  - Electronic Computer Methods for Statisticians (3)
  - Elements of Abstract Algebra (3)
  - Elements of Digital Data Processing (3)
  - Human Factors in Systems Design (3)
  - Introduction to Linear Programming (3)
  - Introduction to Modern Mathematics (3)
  - Mathematics for Economists (6)
  - Mathematical Programming (3)
  - Mathematical Statistics (8)
  - Numerical Methods in Computation (3)
  - Work Standards and Work Measurement (2)

*A student seeking this certified statement should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. Equivalent courses will be accepted by transfer from other institutions.*



3-318. Machine Tabulation I (See P. 45)

3-319. Machine Tabulation II (See P. 45)

4-105. Basic Concepts of Data Processing (See P. 54)

### 3-321. Operators Training IBM 360/30

Fall, 3 credits. Repeated in Spring and Summer

JAMES A. LAIR

Operating techniques of IBM system 360/30 in 1401 compatibility mode, with simulated console instructions and problems. Use of hexadecimal and binary numbering systems. Practical uses of compatibility initialization deck (CID). *No training in actual physical operation of machines.*

### 3-322. O.S. Operators Training System 360

Fall, 3 credits. Repeated in Spring and Summer

ALAN K. BOROUGH, JR.

Designed to cover all aspects of operating 360 model 40 in 360 and 1401 compatibility mode. Basic job control language needed to run 360 mode. Explanation of operating system. IPL of system. Message given by system. Complete console coverage. Operation of 2540 card reader, 1403 printer, 2400 tape units, and 2311 disk drives to emulate in 1401-1460 mode. New terms used in 360 modes.

### 3-559. Electronic Data Processing—General

Year, 3 credits each semester

GEORGE J. BROWN  
GUILLERMO S. PINON  
LUCILLE O. WARNCKE

Designed for subject-matter professional workers desiring technically based understanding of techniques, potentials, and problems of exploiting electronic data processing in their fields. **First semester:** Oriented mainly to equipment. Organization and components of EDP systems. Programming concepts in machine language and in symbolic representation of machine language. Input-output. Arithmetic. Program logic and control. Distinctions among kinds of machines. **Second semester:** Oriented mainly to uses. Systems analysis and flow charting. Representative applications in the Federal Government. Accounting. Statistics. Scientific computation. Information storage and retrieval. Advanced potentials of EDP.

### 3-345. Computer Programming: Overview

Fall, 3 credits. Repeated in Spring and Summer

DALE COPELAND  
ERWIN H. MUSCHTER  
CARAL A. SAMPSON

Overview of computer programming, stressing computer characteristics and applications, flow charting, input-output computer communication, use of symbolic and problem oriented languages, and programming techniques. Designed to give the student understanding of these subjects and to tie together loose ends of more specific courses, such as Autocoder, Cobol, Fortran. *Prerequisites:* For the novice and those with other programming courses.

### 3-563. Data Processing on Large-Scale Electronic Computers

Fall, 3 credits. Repeated in Spring and Summer

LEONARD D. MCGANN

Introduction to data processing on large-scale electronic digital computers. Designed to provide the student with a basic understanding of computers, how they function, basic programming principles and techniques, and their capabilities and present limitations. Language of computers. Number systems and codes. Principles of operation. Equipment configuration of EDP systems. Programming. Flow charting. Symbolic coding. Input-output logic. Punched cards. Paper and magnetic tapes. Characteristics of work processes susceptible of automation. Automation of work process. Systems analysis. General purpose programs. Compilers. Generators. Subroutine libraries. Service routines. Multiprogramming on large-scale computer.



### 3-596. Fundamentals of Digital Computer Design

Fall, 3 credits. Repeated in Spring

MICHAEL A. PARMENTIER

Designed to develop understanding of basic hardware elements of digital computer. Function logic. Minimization using Veitch diagrams, error checking codes, adders, shift registers, counters, propagation of carry and borrow, switching matrices, and eventually basic logic design of simple digital computer from block diagram point of view. No knowledge of circuitry required. Review of Boolean algebra, number systems, base conversion, truth tables, canonical forms, and other appropriate methods. *Prerequisites:* College Algebra and Electronic Data Processing-General or Basic Concepts of Data Processing, or one year's experience in automatic data processing.

### 3-562. ADP System—Analysis, Design, Acquisition, and Operation

Fall, 3 credits. Repeated in Spring

WILLIAM A. COMBS

Designed to introduce the student to basic principles, concepts, and techniques of analysis and design of automatic data processing systems as well as to provide understanding of procedures and considerations involved in acquisition and operation of ADP installation. Topics: Systems concept. Integrated systems. Scientific versus business applications. ADP study group. Systems specifications. Evaluation of proposals. Impact on organization. Staffing. Grid charting. Flow charting. Block diagramming. Decision tables. Network analysis. System simulation. *Prerequisite* Electronic Data Processing—General.

### 3-576. Introduction to UNIVAC 1108

Year, 3 credits each semester

GLORIA A. FERULLO

General purpose, high-performance, multi-processor, multi-programming system with communication capabilities. First semester: Hardware system. Instruction repertoire. Problem solving. Second semester: Executive system. Advanced software. Sort-merge and input-output routines. Problem solving. Service routines. *Prerequisite:* Basic Concepts of Data Processing, or equivalent. No previous computer experience necessary.

### 3-573. Programming Honeywell 200

Year, 3 credits each semester

JAMES E. MURPHY

How to write H-200 programs. Emphasis on class laboratory exercises. First semester: Components, operation, and capabilities of H-200 system. Numbering systems and Honeywell alphanumeric code. Flow charting. Data format. Addressing. Easycode programming. Detailed exposition of Easycode instruction repertoire. Second semester: Continued study in full instruction set. Programming techniques. Indexing. Subroutines. Macro instructions. Input-output control systems. *Prerequisite:* Basic Concepts of Data Processing, or equivalent.

### 3-592. IBM System 360 Introduction

Fall, 3 credits. Repeated in Spring and Summer

ROBERT A. BECK  
IRVING A. COHEN  
PETER M. HAVERLOCK  
JOSEPH P. JOHNSON  
ALFRED G. MATTMAN  
ROBERT E. NICHOLSON  
RICHARD S. STRITE  
KENNETH D. TARDIFF  
JOHN W. WITTERS

For programmers, analysts, operators, and managers who need knowledge of the 360. Storage organization. Interrupt facilities. I/O channels. I/O devices, with emphasis on direct access devices (hardware and data organization). Description of 360 software including introduction to various operating systems. A prerequisite for all other 360 courses. *Prerequisite:* Data Processing on Large-Scale Electronic Computers, or equivalent.

### 3-607. IBM System 360 Assembly Language Coding

Fall, 3 credits. Repeated in Spring

ROBERT A. BECK  
PETER M. HAVERLOCK  
STEPHEN J. HEARD  
JOSEPH P. JOHNSON  
ALFRED G. MATTMAN  
RICHARD S. STRITE

For programmers who intend to program 360 using assembler under any 360 operating system. Full 360 instruction set, including fixed-point, floating-point, packed-decimal, and logical instructions. No I/O instructions or other macros. *Prerequisite*: IBM System 360 Introduction, or equivalent.

### 3-608. IBM System 360 Disk/Tape Operating System Facilities

Fall 2 credits. Repeated in Spring

PETER M. HAVERLOCK  
STEPHEN J. HEARD  
ALFRED C. MATTMAN

For programmers, analysts, and managers, using any 360 programming language. *Not* programming course. Disk or tape operation system logical structure. System control and system service program concepts (supervisor, job control, linkage editor, and librarian). DOS multiprogramming support. *Prerequisite*: IBM System 360 Introduction, or equivalent.

### 3-609. IBM System 360 Disk/Tape Operating System Coding

Fall, 3 credits. Repeated in Spring

PETER M. HAVERLOCK  
ALFRED C. MATTMAN

For programmers who intend to program 360 using assembler under control of disk or tape operating system. Data management, IOCS coding for serial and direct access devices. Other system macros. *Prerequisites*: IBM System 360 Introduction, IBM System 360 Assembly Language Coding, and IBM System 360 Disk/Tape Operating System Facilities, or equivalent.

### 3-610. IBM System 360 Cobol

Fall, 3 credits. Repeated in Spring

JULIUS R. DROZ  
PETER M. HAVERLOCK  
ALFRED C. MATTMAN  
EDWARD G. WILLEY  
JOHN W. WITTERS

For programmers who intend to program 360 using Cobol under any 360 operating system. Arithmetic operations. Edit numeric moves. Condition tests. Perform statements. Input-output statements. 360 environment defining. *Prerequisite*: IBM System 360 Introduction.

### 3-611. IBM System 360 Fortran

Fall, 3 credits. Repeated in Spring

PETER M. HAVERLOCK  
ALFRED C. MATTMAN  
EDWARD G. WILLEY

For programmers who intend to program 360 under any 360 operating system. Arithmetic statements. Control statements. Input-output and format statements. Subprogramming. *Prerequisite*: IBM System 360 Introduction, or equivalent.

### 3-612. IBM System 360 PL/I

Fall, 3 credits. Repeated in Spring

CAROL A. SAMPSON

For programmers who intend to program 360 under control of any 360 operating system. Statement and procedure formats. Data definition and manipulation. Stream and record input-output. Subroutines. *Prerequisite*: IBM System 360 Introduction, or equivalent.

### 3-613. IBM System 360 O. S. Language Interface

Fall, 3 credits. Repeated in Spring

ROBERT A. BECK

For programmers and analysts wishing to apply problem-oriented language program to be run under O. S. 360. Components of operating system. Data management. Use of job control language. Linkage editor. Debugging of high-level languages. Use of O. S. utility programs. *Prerequisite*: IBM System 360 Cobol, or IBM System 360 Fortran, or IBM System 360 PL/I.

### 3-595. Cobol Programming—Fundamentals

Fall, 3 credits. Repeated in Spring

JUDITH M. KAHN  
A. R. SCICHLONE  
LOUIS ZELLER

How to write Cobol programs. Computer concepts. Role of compiler. Step-by-step development of Cobol language and its application. Debugging Cobol program. Systems analysis for Cobol programming. Laboratory exercises in class. Previous knowledge of computers or programming not necessary. *Prerequisite*: Basic Concepts of Data Processing, or equivalent.

### 3-589. Fortran Programming for Scientific and Business Computers

Fall, 3 credits. Repeated in Spring

RICHARD A. BOLTON  
J. ROBERT BURK  
ARLYN D. SCHUMAKER

Designed for personnel intending to become programmers or wishing to broaden programming abilities, as well as subject-matter specialists working closely with data processing organizations. Complete programming system, emphasizing major applications in scientific and engineering fields, using FORTRAN IV programming language. IBM 360/40 as prototype. Indication of instructions applicable to other computers. Basic components. Flow of control. Flow diagramming. Floating point arithmetic. Constants. Variables. Forming expressions in FORTRAN IV. Looping instructions. Input-output instructions, emphasizing differences in FORTRAN IV. Format control. Logic instructions. Subroutines. Arithmetic functions. *Prerequisites*: Basic Concepts of Data Processing and two years college mathematics and/or statistics, or one year college mathematics and one year experience in programming large-scale computers.

### 3-475. Simulation and Modelling

Fall, 3 credits

EDWARD A. ROBIN

Designed to provide the student with understanding of design, implementation, and application of simulation computer techniques. Simulation discussion covering Monte Carlo simulation, deterministic simulation and models, and simulation language. *Prerequisites*: Fortran programming and theory probability.

### 3-476. Real-Time Computer Systems

Fall, 3 credits

ARLYN D. SCHUMAKER

Techniques of real-time computer systems. Application of real-time computer systems. Hardware of real-time computer systems. Design calculations of real-time computer systems. Implementation of real-time computer systems. *Prerequisite*: Basic Concepts of Data Processing. Some knowledge of calculus desirable.

### 3-762. Electronic Computer Methods for Statisticians

Fall, 3 credits. Repeated in Spring

GERALD L. ROSSOW  
JAMES D. STEELE

Designed to provide statistical workers with basis for developing programming and other computer skills and to provide statistical administrators with understanding of computer potentials, problems, and limitations. Machine concepts. Organizing data for computer processing. Writing and testing programs. Numerical analysis. Computational procedures. Subroutines. Library programs. Programming organization. Systems planning for statistical data processing, with particular and



specific attention to tabulating and cross tabulating, computing summary and descriptive measures of central tendency and dispersion. Significance tests, and confidence limits and intervals, particularly "t" and "F" tests. Measures of correlation and regression, both simple and multiple, including significance tests. Analysis of variance including determining components of variance. Matrix inversion; measures of trend and of seasonal variation in time series. Computation of index numbers. Special related topics. *Prerequisites*: Undergraduate degree and Principles of Statistics, or equivalent.

### 3-737. Systems Analysis and Design

Year, 3 credits each semester

ALBERT J. NOWOTNY

Principles, procedures, and techniques of collecting, recording, organizing, evaluating, reporting, and using facts about a system and environment in which it operates. Application of these facts to creation or invention of completely or partially new scheme for processing data, usually by use of automatic data processing equipment. Consideration of management and organizational demands and adjustments, goals, and resources. Determining whether management needs are being satisfied, or if deficiencies exist. Application of operations research, simulation, linear programming, and other techniques. Determining hardware and software requirements and interactions between them. Systems economics, costing, transitional costs, and implementation planning. *Prerequisites*: Specialized required courses for Certified Statement of Accomplishment in Systems Design.

### 3-757. Human Factors in Systems Design

Fall, 3 credits

WILLIS C. SCHAEFER

Designed to help systems designers analyze total mission of proposed system, to anticipate human factors met in management as well as in staff, to familiarize themselves with techniques successful in solving problems presented by these human factors in past, and to stimulate their imaginations in development of better techniques. Organizational inertia. Apprehensions about job insecurity. Basic difficulties most persons have in rethinking and restructuring familiar operations. Increasing skill of systems designer in finding and implementing motivations for overcoming these difficulties and bridging effectively interface between job orientation and new technology.

- 1-516. Data Processing in Medicine (See P. 13)
- 2-153. Automation of Library Operations (See P. 31)
- 3-312. Numerical Methods in Computation (See P. 41)
- 4-106. Information Storage and Retrieval by Computer (See P. 54)
- 6-441. Improving Personnel Management with Automation (See P. 80)
- 6-502. Computer Equipment Selection (See P. 83)
- 6-705. Computer Applications in Law (See P. 82)
- 7-464. Computers in Behavioral Sciences (See P. 99)
- 8-223. Map Projections and Grid Systems (See P. 116)
- 8-685. Engineering Applications of Digital Computers (See P. 108)



# Office Techniques and Operations

DEPARTMENTAL COMMITTEE

Jerome A. Miles, *Chairman*

Shirley Barlow, Henry A. Donovan, Robert H. Fuchs, Kelsey B. Gardner, Joseph Haspray, Mark M. Kirkham, William T. Wolfrey

Whatever the fields of interest of the organization—science, technology, public administration, private business—and whether huge in size or small, all depend upon the office worker to facilitate their functions. All workers are important: the stenographer, the clerk preparing purchase orders, the bookkeeper keeping the accounts in order, the clerk skilled in personnel actions, the worker in records management. And the supervisor who is immediately responsible for these various activities is indispensable to the organization.

It is in recognition of the vital importance of adequately trained personnel to fill these needs and to provide opportunity for supplemental and refresher courses in this general field that the Department of Office Techniques and Operations offers the following courses. They are in large measure practical, how-to-do-it courses of interest generally to persons working with these procedures, or who hope to train themselves for such positions. Of course, these courses are also helpful to persons such as supervisors and administrative assistants in positions requiring some familiarity with these procedures and also to persons of higher levels of responsibility who desire to know more of the details of these operations.

## CERTIFIED STATEMENT OF ACCOMPLISHMENT IN ADMINISTRATIVE PROCEDURES

A Certified Statement of Accomplishment in Administrative Procedures is granted to a student who has completed an organized program designed to provide basic training in administrative procedures. This program should be of special interest to those already employed in administrative work of the procedural type, those who wish to enter administrative work, and those who wish to become administrative assistants or to head units concerned with administrative procedures. An applicant for the certified statement must file a transcript of his high school or college record before completion of his program.

### Requirements

1. Graduation from high school.
2. 16 semester hours of credit with the grade of C or better in each of the courses taken:
  - a. Required courses: (10 credits)  
American National Government (3)  
7 semester hours from courses above 100 level in Office Techniques and Operations or Public Administration. Courses in accounting may not be included, except for Federal Fiscal Procedure and Federal Government Accounting.
  - b. Elective courses: (6 credits)  
Remaining hours of credit may be selected from other courses in Office Techniques and Operations, excluding shorthand. Elementary statistics and a course in automatic data processing may be included.

*A student seeking this certificate should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. Equivalent courses will be accepted by transfer from other institutions.*

## Administrative Procedures

### 4-101. Everyday Mathematics

Fall, 2 credits. Repeated in Spring and Summer

C. M. MOUSER  
GARLAND S. GUYTON

Designed for clerical workers called upon to apply fundamentals of arithmetic to their jobs. Emphasis on review of business arithmetic, including fractions, decimals, ratios, and percentages. Special applications to Civil Service and business problems such as bank, cash, and trade discount, profit and loss, payrolls, simple and compound interest, fire insurance, stocks and bonds, property and income taxes, and determination of interest rates charged on time purchases and small loans.

### 3-8. Intermediate Algebra

(See P. 38)

### 4-105. Basic Concepts of Data Processing

Fall, 3 credits. Repeated in Spring and Summer

WILLIAM T. ALEXANDER  
RONALD M. BOLTON  
MAURICE D. GEIGER  
ROBERT E. NICHOLSON  
HUBERT P. NUCCI  
PAUL C. REDMER  
JOHN M. RICHARDSON  
CHARLES W. SCHROYER  
DAVID L. STREET  
RICHARD S. STRITE  
GLENN W. SUTER  
EDWARD G. WILLEY  
JOHN W. WITTERS

Designed to introduce data processing to the student entirely new to the field. Examination of areas of understanding required by nonprofessionals or those interested in programming instruction, but without background experience. Topics: Punched card data processing. Coding systems. Computer and stored program concepts. Data preparation and print-out formats. Methods of problem definition. Data processing terminology.

### 4-106. Information Storage and Retrieval by Computer

Fall, 3 credits. Repeated in Spring

FRANCIS J. SCOTT, JR.  
GENE R. TYNDALL

Designed for information specialists, librarians, and other professionals concerned with handling large volumes of information. Design and use of digital computer systems for automated information storage and retrieval. Classification and indexing of information for computer storage. Preparation of input data and principles of file organization, updating, and maintenance. Methods of searching and retrieval. Presentation of results. Systems design and evaluation. *Prerequisite:* Basic Concepts of Data Processing, or equivalent.

### 4-108. Administrative Procedure

Fall, 2 credits. Repeated in Spring and Summer

MICHAEL J. BARTOLOMEO  
CLAUDE R. WRIGHT

Designed for the student who wishes to become a supervisor or administrative assistant, or who has such a position in a small organizational unit. Day-to-day assignments in such units. Preparation of budget data, proper establishment of authority and responsibility, organizational structure, fundamentals of personnel administration, and requirements essential for good supervision. Introduction to administrative planning, administrative procedures, and management generally at lowest

organization level, including work reporting and work measurements, work processes, and work control reports. Relation of these studies to budgetary and personnel needs of unit. Theory of staff versus operating jurisdiction over administrative planning.

## 4-201. Modern Supervisory Practice

Fall, 2 credits. Repeated in Spring

NORMAN A. BERG  
EDWARD KOENIG  
WILLIAM R. VAN DERSAL

Designed for supervisors or those interested in becoming supervisors. Study and application of principles of supervision, supervisory techniques, participation, motivation, communications, organization principles, workload analysis, planning, scheduling, work improvement studies, and solving problem cases prepared by students.

## 6-202. Management—Seminar

(See P. 75)

## 4-206. Essentials of Good Office Management

Fall, 3 credits. Repeated in Spring

GLENN D. WAGNER

Designed to give better understanding of principles and techniques of effective management and their practical applications. Review of current research and thinking. Comparison of practices in Government and industry. Problems and questions relating to office management: organizing for effective operations, planning and control of work, utilization of office equipment and services, paper-work management, human relations problems, coordinated effort and team work, and effecting improvements.

## 4-112. Federal Fiscal Procedure

Year, 2 credits each semester

BENEDICT E. FINOTTI  
BORIS ROBBINS

Intended to provide comprehensive understanding of basic fiscal and accounting laws, rules and regulations of the Federal Government and their application to specific fiscal activities. Relationship of executive departments with staff agencies, basic fiscal procedural sources. Covers in detail each type of fiscal operation, including use and processing of accounting and fiscal forms, disbursements and collections, and related records and reporting. First semester: General background of laws and regulations. Symbolization of accounts. Processing of payrolls. Handling of leave, retirement, tax, and bonds, and administrative examination of travel and transportation payments. Second semester: Continuation of study of basic laws, rules and regulations covering fiscal and accounting activities, with emphasis on procedures involving disbursements for supplies, equipment, utilities, and other items, use of imprest funds and agent cashiers. Handling of billings, collections, and deposits. Effecting adjustments for errors. Handling claims and uncollectible debts. Responsibilities of certifying officers.

## 4-113. Federal Property Procedure

Spring, 2 credits

KIMBER H. BOYER

For those in personal property work or who wish to enter field. Laws, regulations, principles, and procedures dealing with accountability and control, utilization, and disposal of Federal personal property. Accountability systems, capitalization policies, inventory controls, reports, surveys, and inspections. Development and application of use, replacement, and preventive maintenance standards. Disposal by transfer, donation, sale, abandonment, and destruction.

## 4-114. Federal Personnel Procedure

Fall, 2 credits. Repeated in Spring and Summer

EDWARD J. MORIARTY  
HENRY C. STARNES

Elementary principles and procedures of Federal personnel administration, including study of Federal personnel structure and organization, rules and regulations of the Civil Service Commission, and other basic procedural sources. Use of personnel forms and records. Civil Service examinations and recruitment. Appointments. Transfers. Promotions. Separations and reductions in force. Suspensions and disciplinary actions. Retirement. Performance ratings. Leave and hours of duty.



## 4-115. Federal Purchasing Procedure

Fall, 2 credits. Repeated in Spring

TONY M. BALDAUF  
ROBERT M. YATES

For those in purchasing work or who wish to enter field. Historical and legal background of Federal purchasing, professional concepts in purchasing, current legal requirements, purchasing procedures from open market and Federal sources of supply, and purchasing techniques. Practical application of such requirements through the preparation of purchase documents. Case problems involving legal or administrative restrictions, or requiring application of purchasing principles.

## 4-116. Federal Budgetary Procedure: Formulation and Presentation

Fall, 2 credits. Repeated in Spring

LORIN L. GOODRICH  
RICHARD W. MURRAY  
ALLEN W. WHITE

Designed for the student interested in entering budget work, those already in budget work, or others in related fields interested in formulation phase of budget procedure. Basic legal and institutional framework, concepts, procedures, and practices involved in preparation of budget estimates, justifications and supplementary materials. Emphasis on budget procedures at bureau or small agency level. Preparation of budget estimate for hypothetical government agency. *Prerequisite*: Familiarity with basic concepts and terminology used in fiscal, accounting, or other financial operations of the Federal Government.

## 4-118. Federal Budgetary Procedure: Execution and Fund Control

Fall, 2 credits. Repeated in Spring

MICHAEL J. BARTOLOMEO  
WILLIAM T. VAN LOWE

Designed for the student interested in entering budget work, those already in budget work, or others in related fields interested in performance phase of budget procedure. Systems of administrative control under the Antideficiency Act, allotments, apportionments, review of progress in relation to financial plans, related reports, and other aspects of budgetary control over appropriations and funds. Problems and discussion illustrating various steps of budget execution process at bureau or small agency level and review of basic laws, regulations, concepts, and terminology involved. *Prerequisite*: Familiarity with basic concepts and terminology used in fiscal, accounting, or other financial operations of the Federal Government.

## 4-117. Records Management Procedure

Fall, 2 credits

DOROTHY M. LUTTRELL and ROBERT H. LANDO

Introduction to management of records. Basic instruction in processing, maintaining, and servicing records. Designed for the student interested in supplementing his knowledge of mechanics and techniques of records operations, or who desires to enter records management field. Theory and structure of various systems of classifying and filing records. Selection of filing systems based on identification of features of papers and needs of users. Selection and proper use of filing equipment and supplies. How to meet needs of management for documentation and information from records. Detailed instruction in methods of recording and controlling communications. Classifying, coding, indexing, and filing correspondence and other record material. Reference service, including establishment and operation of charge-out and follow-up systems.

## 4-217. Advanced Records Management

Spring, 2 credits

DOROTHY M. LUTTRELL and ROBERT H. LANDO

Advanced records management. Lectures on applicable management principles and techniques, group discussions of paperwork problems, and case studies illustrating practical solutions. History of growth of Federal records, increase of related paperwork problems, and Government efforts to solve them. Federal laws and regulations governing establishment, maintenance, protection, preservation, and disposal of records. Development and evaluation of records management programs, plan-



ning and conduct of records management surveys, inventory and evaluation of records, application of management problems and techniques to records maintenance and disposition problems, development and application of records retention and disposal standards, and retirement, storage, microfilming, and disposal of records. *Prerequisite*: Records Management Procedure, or qualifying experience at Grade GS-5 or above, or special permission.

## 4-412. Reports and Forms Management

Fall, 2 credits. Repeated in Spring

WILLIAM B. RICE and ROBERT H. MEEHAN

Designed to acquaint the student with management significance of reports and forms. Role of paperwork in general and reports and forms in particular in modern administration. Potential for management improvement and economy through better reports and forms. Emphasis on improving contribution of documents to systems and procedures they serve. How to install, operate, and appraise reports and/or forms management.

## 4-410. Directives Systems Management

Fall, 2 credits

WARREN J. VIBBARD

Designed for the student interested in managerial communications, staff management capacities where policies and procedures are formulated—and directives management, or related fields. Communicating policy guidance and standing operating instructions in Federal Government agencies. Relationship between mission, organization, and size of agency and its directive system. Mechanics and operations of issuing and controlling directives. Red tape, bureaucracy, and paper work management. Characteristics of effective directives systems. Formal and informal communications and organizational discipline.

## 4-421. Writing Procedures and Instructions

Spring, 2 credits

WARREN J. VIBBARD

Designed to increase competence in instructional writing. Study and practice of principles and techniques applicable to writing of formal procedures and instructions, especially for codified manuals. Discussion of expository writing, format, style, and use of illustrations. Development of outline for, and preparation, review, and revision of actual instruction. *Prerequisite*: Management of Directives Systems, or experience at Grade GS-5 or above in the composition of written instructions.

## 4-330. Government Letter Writing

Fall, 2 credits. Repeated in Spring

LYMAN J. NOORDHOFF

Designed for those who want to write clearer, more effective letters and memoranda so reader understands them easily. Principles and practice in planning, writing, and rewriting correspondence. Writing accurate, human, clear, concise, courteous letters. Emphasis on adjusting writing to intended reader. Movie and visual aids. *Prerequisite*: High school ability in English.

## Shorthand

The courses in shorthand are designed to offer a program of training for a stenographic career in the Federal service. Each course represents a separate unit of study, in which emphasis is placed on materials similar to those used in the Federal Government. The sequence of courses presents a sound foundation to qualify for the various grades of stenographers in the Federal service.

The student must have a good command of English. Otherwise Practical English Usage or English for Secretaries should be taken before registering for a shorthand course.

Review of Gregg Shorthand (Anniversary) serves as a rapid review course for the student who has not used his shorthand recently, or who needs additional practice in office dictation. The student who wishes to review Simplified or Jubilee Gregg should enroll in Gregg Shorthand, 60-80 Words.

In order to reach the goals stated in the course description, home study is essential. The amount of study varies with the learning ability and requirements of the individual student.

## 2-35. English for Secretaries (See P. 24)

## 4-89. Review of Gregg Shorthand (Anniversary), 60-80 Words

Fall, non-credit. Repeated in Spring and Summer

ILDA DOW

Review of theory and brief forms. Reading from shorthand plates and notes of student. Dictation of standard material at various progressive rates of speed. *Prerequisite*: Completion of the *Gregg Manual*, or its equivalent by Anniversary system.

## 4-129. Gregg Shorthand I

Fall, 3 credits. Repeated in Spring and Summer

DOROTHY Z. BREWER  
RAYMOND J. FRITZ  
CHARLES J. GROS  
AMIL W. JACKOWSKI  
JEAN E. LEWIS  
JOAN ANN MURPHY  
YVONNE L. OLSEN  
GOLDIA B. SHAW  
VINCENT B. VALLIERES

Theory of Gregg Shorthand jubilee. Beginning dictation on new and familiar material.

## 4-130. Gregg Shorthand II

Fall, 3 credits. Repeated in Spring and Summer

DOROTHY Z. BREWER  
RAYMOND J. FRITZ  
CHARLES J. GROS  
AMIL W. JACKOWSKI  
JEAN E. LEWIS  
JOAN ANN MURPHY  
YVONNE L. OLSEN  
GOLDIA B. SHAW  
VINCENT B. VALLIERES

Increasing mastery of principles of Gregg Shorthand jubilee through review and drill. Minimum dictation speed of 60 words a minute attained, with accurate transcription on new standard material. *Prerequisite*: Gregg Shorthand I, or equivalent.

## 4-225. Gregg Shorthand III (60-80 Words)

Fall, 3 credits. Repeated in Spring and Summer

DOROTHY Z. BREWER  
RAYMOND J. FRITZ  
CHARLES J. GROS  
AMIL W. JACKOWSKI  
JEAN E. LEWIS  
JOAN ANN MURPHY  
YVONNE L. OLSEN  
GOLDIA B. SHAW  
VINCENT B. VALLIERES

Review of theory. Brief forms, word beginnings and endings. Preliminary phrasing. Extensive dictation practice, using general business and governmental material. In-class and outside transcription. Sample Civil Service test material. Minimum dictation speed of 80 words a minute attained. *Prerequisite:* Gregg Shorthand I and II, or equivalent, and minimum speed of 60 words a minute on new standard material.

#### **4-226. Gregg Shorthand IV (80-100 Words)**

Fall, 3 credits. Repeated in Spring and Summer

MARCELLA E. TROTTER

For the shorthand writer of any system with dictation speed of 80 words a minute and ability to transcribe letters and reports accurately.

#### **4-227. Gregg Shorthand V (100-120 Words)**

Fall, 3 credits. Repeated in Spring and Summer

VIRGINIA W. LEDOUX

For the shorthand writer of any system with dictation speed of 100 words a minute. High speed shortcuts. Civil Service tests and Gregg awards.

# Physical Sciences

## DEPARTMENTAL COMMITTEE

Alfred Weissler, *Chairman*

Bernard H. Armbrrecht, William E. Benson, Irwin Hornstein, Max Klein, John G. Manning, Elliott S. Pierce, John J. Schule, Jr., Nathan Seeman, Benjamin Tepper, William R. Thurston

Professional and cultural courses in this department afford unusual opportunity for study under guidance of practicing scientists. Unless specifically stated, there is no laboratory work.

## General

### 5-35. Exploration of Universe—Study Discussion Group

Spring, non-credit. Repeated in Summer

FRED SCHULMAN

To help promote general understanding of scientific processes and some philosophical and political issues involved in or resulting from growth of modern science. Topics for discussion include: Nature of science. Scientific method. Creation of the universe. Challenge of space age. National response. Technology of space. Values and limitations of science.

### 5-349. Introduction to Space Science

Fall, 2 credits

ROBERT F. FELLOWS

Lectures and sample problems in space sciences. Application of rockets to study of earth and other planetary atmospheres and ionospheres, including origin, composition, structure, and dynamics. Nature and characteristics of energetic particles in space including galactic cosmic radiation, trapped radiation (Van Allen type), solar flares, and particles. Theories explaining mechanisms accelerating particles. Origin, nature, and theory of magnetic fields and use of space probes and satellites in their measurement and characterization. Solar-terrestrial relationships. Biological systems and space environment. Search for extra-terrestrial life. Micrometeorites and cosmic dust. Radio astronomy from space vehicles. Description of space science research program of United States and other nations. (Course not concerned with technology of launching vehicles or manned-space flight.) *Prerequisites:* College level courses in calculus and physics, or equivalent.

### 5-175. General Astronomy

Year, 3 credits each semester

ALAN D. FIALA

First semester: Stellar constellations and astronomical coordinate systems. Time, the earth, and general view of solar system. Basic physical principles governing planetary motion and radiation of light, with minimum use of elementary mathematics. Tools of astronomers, such as optical and radio telescopes, spectrographs, and radiation detectors. Nature and characteristic features of individual planets. Second semester: Stellar systems. Introduction to sun as best known star. Physics of stars, intrinsic variable stars, and multiple stellar systems, such as visual, spectroscopic, and eclipsing binaries. Interstellar matter, clusters, and galaxies. Current theories of stellar evolution and cosmology. *No knowledge of astronomy required.*

### 5-176. Radio Astronomy

Spring, 2 credits

ROBERT W. HOBBS

Introduction to study of celestial bodies by radio waves that they emit. Special emphasis on relationship between optical and radio astronomy. Antennas. Radiometers. Observing procedures.



Solar system radio sources. Galactic radio sources. Extragalactic radio sources. Quasi-stellar radio sources. *Prerequisite*: Some knowledge of astronomy helpful, but not necessary.

## 5-596. Introduction to Pharmacology

Year, 3 credits each semester

SAM A. MARGOLIS

First semester: Drugs acting on nervous system, cardiovascular system, and smooth muscle. Second semester: Drugs acting on body fluids and alimentary tract, diagnostic and immunologic agents, vitamins and nutritional agents, and drugs acting on foreign organisms. Discussion in both semesters in following areas for each drug or group of drugs: Physiological basis of action, pharmacological actions, indications and contraindications, structure function relationships, and dosage and toxicity. *Prerequisites*: Applied Physiology and Organic Chemistry.

## 5-765. Practical Electronics for Biologists and Chemists

Year, 2 credits each semester

PAUL E. WILKINS

First semester: Nonmathematical physical explanation of basic principles of electricity. AC and DC circuits. Passive electronic components. Vacuum tubes and transistors. Chemical and biological transducers. Practical information on measurements, trouble shooting, design, and limitation of instrumentation. Demonstrations on construction and application of hardware items. Second semester: Specific electronic instrumentation. Problems in spectrophotometry, spectroscopy (visible, IR, electron, and neutron), recording instruments, vacuum technology, feedback control systems, nuclear magnetic resonance, and the like. *Prerequisite*: Bachelor's degree.

## 6-507. Governing Science and Technology (See P. 73)

### Chemistry and Physics

## 5-100. General Chemistry

Year, 3 credits each semester

MARTIN HERTZBERG

Designed to provide background in problems and practices of chemistry for workers in other professional fields and for subprofessionals in chemical work. Descriptive chemistry of commoner elements and consideration, at appropriate level, of atomic theory, periodic table of elements, valence, acid-base concepts, oxidation-reduction reactions, reaction rates and equilibria, pH, normality and molarity, and stoichiometry. Consideration of mathematical problems related to chemistry. *Prerequisite*: High school algebra.

## 5-248. Organic Chemistry

Year, 3 credits each semester

ROBERT J. SHINE

Major emphasis on aliphatic and aromatic chemistry. Discussion of alicyclic, heterocyclic, and carbohydrate chemistry. Complex alkaloids. Emphasis throughout on general principles with use of electronic conceptions when pertinent. Scope, utility, and limitation of important types of synthetic chemical reactions. Use of atomic and molecular orbital theories to explain physical and chemical properties of compounds. Use of ball- and stick-models to explain three-dimensional phenomena. *Prerequisite*: General Chemistry, or equivalent.

## 5-512. Advanced Organic Chemistry

Year, 3 credits each semester

ALBERT E. POHLAND

First semester: Atomic and molecular structure. Steric and resonance effects. Acids and bases. Nucleophilic and electrophilic substitutions. Carbanions. Carbonium ions. Enolization. Addition reactions. Second semester: Molecular rearrangements. Participation of neighboring groups and non-classical carbonium ions. Beta-elimination reactions. Free-radical and stereochemistry. Reactions of small and large ring systems. *Prerequisite*: Organic chemistry, or equivalent. Bachelor of Science degree preferred.

## 5-404. Organic Chemistry of Pesticides

Fall, 3 credits

WALTER R. BENSON

Organic pesticide as one major weapon against harmful insects, plants, rodents, and fungi. Chemistry of this group, including preparation, classification, physical properties, and chemical reactions. Chemical basis for general qualitative and quantitative organic reactions used in modern residue analyses. Instrumental techniques, literature, photolysis, and metabolism of pesticides. *Prerequisite*: One semester of undergraduate organic chemistry.

## 5-315. Elementary Biochemistry

Year, 2 credits each semester

DONALD F. FLICK

Comprehensive survey of chemistry of body constituents and metabolic conversion. First semester: Chemistry of carbohydrates, fats, proteins, and fundamentals of enzyme chemistry. Second semester: Digestion and absorption of food, intermediary metabolism, and the physiological role of vitamins and hormones. *Prerequisite*: Organic Chemistry.

## 5-320. Basic Biochemistry

Year, 2 credits each semester

LOUIS FEINSTEIN

First semester: Comprehensive survey of biochemistry at elementary level. Structure, function, and interrelationship of carbohydrates, fats, proteins, vitamins, minerals, hormones, and enzymes. Second semester: Modern experimental approaches to metabolism at cellular level and in whole organism. General and specific topics in plant biochemistry and animal biochemistry. *Prerequisite*: Elementary organic chemistry.

## 5-406. Nutritional Biochemistry

Fall, 2 credits. Repeated in Spring

JAMES S. ADKINS

Basic scientific and practical aspects of nutritional biochemistry. Essential principles of adequate nutrition. Role and significance of nutrients. Chemical changes that these constituents undergo in process of metabolism. Interaction and integration of many factors that influence nutritional status. *Prerequisite*: Organic Chemistry. Elementary Biochemistry helpful.

## 5-511. Cellular Biochemistry

Spring, 3 credits

SAM A. MARGOLIS

Isolation of cellular and subcellular elements. Biochemical consideration of nature of members at cellular level—animal membranes, and plant membranes including role of cell wall. Integration of enzyme systems into cell structures—mitochondrion, and chloroplast. Processes, location, and vectorial properties of oxidation, energy conservation, and ion translocation. Biochemical theory and physical theory of mitochondrial energy processes. Other subcellular functional units including microsomes, their heterogeneity in structure as associated with their biochemical functions; lysosomes; oxysomes, and soluble enzyme mosaics, e.g., fatty acid synthetase. *Prerequisite*: Elementary Biochemistry.

## 5-403. Biochemistry of Steroid Hormones

Fall, 3 credits

WILEY W. TOLSON

Biological actions of androgens, estrogens, progesterone, adrenocorticoids, and related steroids. Analytical procedures for determination of certain steroid hormones in biological specimens. Structures and nomenclature of these compounds. *Prerequisite*: Organic Chemistry, or equivalent.

## 5-339. Physical Chemistry

Year, 3 credits each semester

STANLEY ABRAMOWITZ

Thermodynamics. Chemical and phase equilibria. Kinetic theory. Structure of atom and molecules. Chemical statistics. Chemical kinetics. Electrochemistry. Liquids. Solid state chemistry. *Prerequisites*: College mathematics through calculus.

## 5-525. Advanced Physical Chemistry

Year, 3 credits each semester

MARTIN HERTZBERG

Thermodynamics, chemical kinetics, and quantum chemistry. Intended mainly for first year graduate students. Comprehensive review of theoretical foundations of chemistry. *Prerequisites:* Physical Chemistry and mathematics through calculus.

## 5-717. Radiobiochemistry

Spring, 3 credits

BENJAMIN H. BRUCKNER

Comprehensive treatment of radionuclides and their applications to biochemistry. Fundamentals of radioactive decay processes, interactions of radiation with matter, detection and measurement of radiation, and statistical considerations. Principles of use of radioisotopes in chemical and biochemical problems, tracer methods, and techniques. Biological effects of radiation, basic health physics, and safety principles. *Prerequisite:* Bachelor's degree in physical sciences, or special permission.

## 5-408. Nuclear Magnetic Resonance Spectroscopy

Fall, 3 credits

JAMES A. FERRETTI

Physical foundations of nuclear magnetic resonance (n.m.r.). Analysis and interpretation of n.m.r. spectra, with emphasis on applications to structural chemistry. *Prerequisites:* College chemistry and physics.

## 5-423. Spectral Identification of Organic Compounds

Spring, 3 credits

JAMES A. FERRETTI

Principles of spectroscopy and application to analysis of organic molecules. Techniques including mass, infrared, ultraviolet, and nuclear magnetic resonance spectroscopy. Emphasis on analysis of unknown organic molecules by combination of these techniques.

## 5-155. Principles of Physics

Year, 3 credits each semester

ALBERT E. SMITH

Designed to acquaint the student with fundamental phenomena and laws of mechanics, light, heat, electricity, magnetism, and modern physics. Designed for the non-science student who wishes introduction to physics. *Prerequisite:* High school algebra.

## 5-126. Modern Physics

Fall, 2 credits

RICHARD J. DRACHMAN

Introduction to principles of quantum mechanics and special relativity. Descriptive treatment of selected topics in atomic and nuclear physics. *Prerequisites:* College mathematics through calculus and at least one year of college physics.

## 5-411. Modern Biophysics

Fall, 3 credits

V. ADRIAN PARSEGAN

Physicist's approach to biological phenomena, including cell membrane formation and function, analysis of macromolecular conformation and interaction, nerve and muscle action, transport of material by living systems, and biological organization. Emphasis on aspects enjoying rapid progress today. *Prerequisites:* Elementary college level courses in chemistry and physics.



## 5-745. Principles of Masers and Lasers

Fall, 3 credits

H. HARRISON

Analysis of masers and lasers, emphasizing fundamental relations for generation and amplification of coherent radiation by stimulated emission. Pertinent portions included of electromagnetic wave theory, quantum mechanics, atomic, molecular, and solid state physics. *Prerequisite*: Bachelor of Science degree in engineering, mathematics, or physical science.

## 5-418. Introduction to Gas Chromatography

Fall, 3 credits

LEO KAZYAK

Elementary course in fundamentals and techniques of chromatography. Detectors and detector sensitivity, effects of temperature, gas flow, and gas pressure and column preparation. Simple applications of gas chromatography to analysis of gases and volatile compounds. *Prerequisite*: General Chemistry, or equivalent.

## 5-426. Principles of Chromatography

Fall, 3 credits

IRWIN HORNSTEIN

Theories and techniques basic to various types of chromatographic separations. Apparatus, definitions, and terminology. Effect of liquid and solid phases, "inert" supports, temperature flow rate, and other critical parameters on efficiency and resolution. Detection systems—principles, limitations, and advantages. Examples of analytical applications. Emphasis on gas, liquid, and thin-layer chromatography. *Prerequisites*: College level courses in chemistry and physics.

## Geography and Geology

Courses in Meteorology, Oceanography, and Surveying and Mapping are closely related to this field.

## 5-203. General Geology

Fall, 3 credits

RAYMOND C. DOUGLASS

Minerals and rocks as constituents of earth's crust. Processes of weathering, erosion, and deposition. Vulcanism. Structures of sedimentary and igneous rock formations. Diastrophism. Mountain building. Land forms and their relation to various geologic processes. Stability of earth's crust. Classroom exercises in study of common minerals and rocks and interpretation of topographic and geologic maps. Field trips to study rocks and geologic setting of greater Washington area. *Prerequisite*: Inorganic chemistry desirable.

## 5-204. Historical Geology

Spring, 3 credits

RAYMOND C. DOUGLASS

Study of development of earth through time, growth and destruction of mountains, origin of sedimentary formations, and development of plants and animals from first meager evidences of life to present. Field and laboratory study of rocks and fossils of representative geologic ages exposed in greater Washington area. *Prerequisite*: General Geology, or acquaintance with principles and processes of physical geology.

## 5-533. Hydrology (1969-70 and alternate years)

Year, 3 credits each semester

DONALD R. BAKER

Basic and applied hydrology at professional level. First semester: Elementary hydraulics. Measurement and interpretation of streamflow, precipitation, and other basic data. Hydrologic cycle. Physics of soil moisture. Infiltration theory. Wave travel and unit hydrograph. Second semester: Development and application of procedures for applying basic hydrology to practical problems of river forecasting and design of water control works, including streamflow routing, flood frequency,



rational method of estimating flood magnitude, hydrometeorology, forecasting of runoff, influence of water control structures on streamflow, and problems of water control operation. *Prerequisites*: College algebra and physics. Elementary meteorology, statistics, and engineering desirable.

7-260. Economic Geography (See P. 95)

2-114. Maps and Charts (See P. 31)

8-208. Aerial Photographic Interpretation (See P. 115)

8-408. Advanced Aerial Photographic Interpretation (See P. 115)

## Meteorology

The following courses in meteorology are offered in cooperation with the United States Weather Bureau. Registration is open to all qualified students.

5-326. General Meteorology

Spring, 3 credits

HUGO V. GOODYEAR

Fundamentals of physical aspects of modern meteorology for the professionally interested student. Atmospheric composition and structure and their measurements. Solar and terrestrial radiation and radiation laws. Gas laws. Adiabatic, pseudoadiabatic, and non-adiabatic processes. Fronts. Thunderstorms. Fog. Wind. *Prerequisites*: Two years of high school algebra and trigonometry.

5-415. Applied Climatology

Fall, 3 credits

FRANKLIN NEWHALL

Discussion of statistical tools of climatological analysis needed for solution of applied problems. Solution of examples from agriculture, aviation, engineering, and specialized aspects of industry. The student works these problems as exercises.

5-534. Dynamic Meteorology (1969-70 and alternate years)

Year, 3 credits each semester

GERALD A. PETERSEN

Application of general principles of mechanics, thermodynamics, and fluid motions to study of atmosphere and its movements. *Prerequisites*: College physics and mathematics through differential and integral calculus, or equivalent.

5-536. Synoptic Meteorology (1969-70 and alternate years)

Year, 3 credits each semester

E. PAUL MCCLAIN

Description and explanation of circulation and weather processes observed in atmosphere, with emphasis on forecasting applications. First semester: Air motion, three-dimensional structure of pressure and wind systems, cyclones, anticyclones, front, air masses, and prognosis of circulation pattern. Second semester: Temperature forecasting, clouds and precipitation, fog and other visibility phenomena, thunderstorms, squall lines, tornadoes, turbulence, icing, sea breeze, and mountain and valley winds. *Prerequisites*: General Meteorology, college physics and calculus, or special permission.

## 5-592. Physics of Upper Atmosphere and Sounding Techniques

Fall, 2 credits

JAMES GIRAYTYS

Designed to familiarize the student with thermal, chemical, and electrical properties of atmosphere from 30 to 200 kilometers. Statistical theory of temperature. Problems of measurement in rarefied gas. Sensor design and employment. Atmospheric sounding rockets and data acquisition. Results of recent experiments. General theory of ionosphere and solar influences on atmosphere. Various physical models of atmosphere and their diurnal and seasonal variations. Advanced atmospheric programs being conducted by government agencies. *Prerequisites:* College physics and calculus. General Meteorology desirable.

## 5-593. Structure of Ionosphere

Spring, 2 credits

JAMES GIRAYTYS

Introduction to electrified region of atmosphere termed ionosphere. Properties, constitution, steady state, and significant variations of ionosphere. Radio propagation through ionosphere. Ionospheric measuring techniques. Examination of Aurora and Airflow as sources of information about upper atmosphere. Selected readings in current literature assigned for student presentation. *Prerequisites:* College physics and calculus, and Physics of Upper Atmosphere and Sounding Techniques, or special permission.

## 5-662. Marine Meteorology (*See* P. 68)

### Oceanography

The following courses in oceanography are offered in cooperation with the United States Naval Oceanographic Office. They may be taken individually, or as a program leading to a certified statement of accomplishment. Registration is open to all qualified students.

#### CERTIFIED STATEMENT OF ACCOMPLISHMENT IN OCEANOGRAPHY

A Certified Statement of Accomplishment in Oceanography is granted to a student who has completed an organized program of courses in the field.

#### Requirements

1. 20 semester hours of credit with a grade of C or better in each of the following courses:
  - a. Required courses (7 credits)
    - Biological Oceanography (2)
    - Geological Oceanography (3)
    - Physical Properties of Sea Water (2)
  - b. Electives (7 credits)
    - Applied Underwater Sound (2)
    - Biological Oceanography (2)
    - Chemical Oceanography (2)
    - Dynamic Oceanography (2)
    - Marine Geophysics (2)
    - Marine Meteorology (2)
    - Ocean Engineering (3)
    - Ocean Surface Waves (2)

Physics of Marine Atmosphere (2)

Practical Electronics for Biologists and Chemists (4)

Principles of Underwater Sound (2)

- c. 6 semester hours of credit in fields related to oceanography, including biology, chemistry, engineering, geography, geology, mathematics, and meteorology.

*A student seeking this certified statement should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. Equivalent courses will be accepted by transfer from other institutions. An applicant for this certified statement must file a transcript of his high school or college record before completion of his program.*

## 5-360. General Oceanography

Fall, 2 credits. Repeated in Summer

ROBERT A. PELOQUIN  
JON HUBERTZ

Characteristics of oceans and factors that control distribution of properties and of plants and animals. Biology, chemistry, geology and physics of the oceans. *Prerequisite:* College courses in at least two of the physical or biological sciences.

## 5-409. Piloting and Electronics Navigation

Fall, 3 credits

KARL H. ACKERMAN

Nautical chart. Aids to navigation. Piloting instruments. Magnetic compass. Dead reckoning and other plots. Position fixing. Mathematical solutions of sailings. Piloting publications and their uses. Basic principles of electronic navigational systems and their use. International and Inland Rules of Road.

## 5-414. Celestial Navigation

Spring, 3 credits

KARL H. ACKERMAN

Celestial, terrestrial, and horizon coordinates systems. Astronomical definitions. Time and nautical almanac. Chronometer and marine sextant. Observational corrections and errors. Mathematical and tabular solutions of navigational triangle. Position fixing by altitude intercept and line of position methods. Special techniques. Latitude by meridian altitude and reduction to meridian. Longitude by observations on prime vertical. Star identification.

## 5-475. Principles of Underwater Sound

Fall, 2 credits

ROBERT S. WINOKUR

Fundamental principles of acoustics and application of these principles to underwater sound. Transmission of sound in the sea, including refraction, reflection, scattering, attenuation, and fluctuation. *Prerequisites:* Calculus and college physics.

## 5-476. Applied Underwater Sound

Spring, 2 credits

ROBERT S. WINOKUR

Applied theory and practice for those entering the field or working in related fields. Ray theory, normal mode theory, sound channels, noise and reverberation, measurement techniques, and elements of transducer design. *Prerequisite:* Principles of Underwater Sound, or equivalent.

## 5-584. Physical Properties of Sea Water

Spring, 2 credits

WILLIAM C. PAULUS

Examination of physical principles governing properties of sea water. Comparison of these properties with those of pure water. Definition and calculation of salinity and density. Distribution of salinity, temperature, and density.

## 5-655. Ocean Surface Waves

Spring, 2 credits

JOHN J. SCHULE, JR.

Measurable properties of ocean surface waves and the methods of observing and analyzing ocean waves. Demonstration of wave solution to hydrodynamic equations. Discussion of various sea surface models including their assumptions, solutions, and practical applications. Problems of propagation of waves in dispersive medium. Examples of various forecasting techniques. *Prerequisite:* Calculus, or Mathematics for Oceanographers.

## 5-549. Chemical Oceanography

Spring, 2 credits

NEIL R. ANDERSEN

Historical development of chemical oceanography. Basic concepts. Present status and specific problems relating to current studies. Interrelationship with other disciplines in oceanography. Origin of elements. Sea water composition.  $p^H$  and  $p^E$ . Nutrients. Dissolved gases. Radiochemical applications. Laboratory methods for marine chemistry. *Prerequisites:* Calculus and General Chemistry. General Oceanography desirable.

## 5-658. Geological Oceanography

Fall, 3 credits

MARTIN WEISS

Topography, composition, processes of sedimentation, and geologic history of ocean basins, continental shelves, and coastal features. *Prerequisite:* Professional knowledge of geology or oceanography.

## 5-546. Physics of Marine Atmosphere

Spring, 2 credits

ROBERT A. GILCREST

Meteorological observations and measurements at sea. Composition and properties of marine atmosphere. Its flow characteristics and thermodynamic processes, with emphasis on air-sea interaction. *Prerequisites:* Calculus and college physics.

## 5-520. Marine Geophysics

Fall, 2 credits

ROCKNE S. ANDERSON

Fundamental principles of geophysical measurements and interpretation, with emphasis on marine applications: Seismic refraction and reflection, earthquake seismology, gravity, geomagnetism including paleomagnetism, and heatflow measurement. Study of shipborne instruments and methods from descriptive point of view. *Prerequisites:* Integral calculus and general physics. Background knowledge of geology desirable.

## [5-662.] Marine Meteorology (1970-71 and alternate years)

Fall, 2 credits

M. D. BURKHART

Introduction to fundamental principles of marine meteorology with special emphasis upon problems of marine climatologist and physical oceanographer. Descriptive and synoptic meteorology. Air mass analysis. Boundary processes. Radiation. Climatic principles. *Prerequisite:* Professional knowledge of meteorology or oceanography.

## 5-706. Ocean Engineering

Spring, 3 credits

NEIL T. MONNEY

Analysis and review of hardware, techniques, and major problems in each of following areas: Underwater vehicles. Energy sources and conversion. Materials. Environmental measurements. Auxiliary systems. Sensors. Diver technology. Seafloor construction. Test facilities. Ocean resource utilization. *Prerequisite:* General Oceanography, or equivalent, or bachelor's degree in physical sciences.



## 5-664. Dynamic Oceanography

Fall, 2 credits

JOHN J. SCHULE, JR.

Introduction to principles of vector analysis. Development of principles of conservation of mass and momentum. Vector equations of motion. Hydrostatic equations and density-pressure-depth relationship. Various current equations. Principles of turbulence. Equation of mean motion. Various approaches to problem of evaluating eddy stress terms. *Prerequisite:* Physical Properties of Sea Water or equivalent.

## 5-666. Biological Oceanography

Year, 2 credits each semester

RENE P. CUZON DU REST and ANTHONY R. PICCIOLO

First semester: Principles governing distribution and ecology of microorganisms, plankton, and benthic organisms of sea. Discussion of productivity, food chain, and other topics. Second semester: Distribution, ecology, systematics, physiology, and behavior of marine benthonic invertebrates, fishes, reptiles, and mammals. *Prerequisite:* General Oceanography.

# Public Administration

## DEPARTMENTAL COMMITTEE

John H. Thurston, *Chairman*

Gladys L. Baker, Tony M. Baldauf, John C. Cooper, Jr., Erwin R. Draheim, Thomas J. Flavin, Clare Hendee, G. E. Hilbert, Warner H. Hord, Martin Kriesberg, Harold H. Leich, William A. Minor

Public administration deals with the processes of operating government. As the Federal Government becomes larger and more complicated, it becomes more important to study and understand these processes in order to achieve effective administration of public programs.

## CERTIFIED STATEMENTS OF ACCOMPLISHMENT IN PUBLIC ADMINISTRATION COMMITTEE

Gladys L. Baker, *Chairman*

Warner H. Hord, Martin Kriesberg, John H. Thurston

A student seeking a certified statement should consult with the Registrar so that he may be assigned to an advisor. An applicant for either certified statement must file a transcript of his high school or college record before completion of his program. When the student has completed 10 semester hours in public administration, he should review his course of study with the Registrar.

Programs for certified statements of accomplishment can be of value to:

1. Operating, technical, staff, and other personnel who now hold or are interested in advancing to positions involving managerial responsibilities.
2. Administrative staff personnel who wish to acquire a broader grounding in general management and administration as well as in their specialties.
3. Specialists and students in technical fields who want to broaden their understanding of government administration.

*Transfer of credits.* Courses taken at other institutions, equivalent to those required for either statement, may be accepted.

*Honors.* The student who has completed the requirements for the Undergraduate or Advanced Certified Statement of Accomplishment in Public Administration with an average grade of B or better may qualify for honors by passing an oral examination. The examination is given by a panel set up by the Graduate School. The student who wishes to take an oral examination should apply to the Registrar at the completion of his program.

### *Undergraduate Certified Statement of Accomplishment*

Graduation from high school, or the equivalent is the minimum educational background required.

#### Requirements (40 credits)

1. 20 semester hours of credit with a grade of C or better in college level courses in the Social Sciences.

## Required courses:

American or European Government, or Political Science

Principles of Economics

American or European History

Introduction to Public Administration

These requirements may not be waived, but equivalent courses may be accepted by transfer from other institutions. With the approval of the Registrar, credit may also be given for 6 semester hours of tool courses relating to work in public administration. These may be in accounting, economics, statistics, writing, or a subject-matter area related to the work in which the student is employed.

2. 20 semester hours of credit with a grade of C or better in courses in public administration, excluding all accounting courses. These are to be distributed as follows:
  - a. 6 credits from Management and Management Analysis courses.
  - b. 14 credits from General Administration, Budgetary and Financial Administration, Legal Administration, Personnel Administration, Procurement and Property Management, or additional courses in Management. The student is advised to include courses in more than one area in his program.
  - c. Credit may be given for courses other than those in public administration with the approval of the Registrar. These courses should be in line with the major interest of the student. Not more than two courses may be from Office Techniques and Operations.

*Advanced Certified Statement of Accomplishment*

## Requirements

1. An undergraduate degree, an Undergraduate Certified Statement of Accomplishment in Public Administration, or Government experience at the GS-12 level, or above. An introductory course in public administration or political science, or equivalent, is also required as a prerequisite.
2. 20 semester hours of credit with a grade of B or better, as follows:
  - a. A minimum of 5 credits in courses listed under General Administration.
  - b. 15 hours of credit in courses listed in the Department of Public Administration in courses 400 and above. With permission of the Registrar, 5 credits in other social sciences and not more than 3 credits in a course numbered under 400 may be substituted.

## General Administration

## COMMITTEE

Martin Kriesberg, *Chairman*

Gladys L. Baker, Jack Koteen, A. J. Nichols, Robert J. Pitchell, Ward Stewart

These courses offer general understanding of American Government and administrative processes and provide a foundation for more specialized work in management and public administration. A student who plans to take courses in any of the specialized fields of administration will find that his work will be more meaningful and useful if he has first completed some of the background and basic courses listed here.

## 6-341. American National Government

Fall, 3 credits. Repeated in Spring

KATHERINE A. FREDERIC

History and origins of national Government of the United States. Political process: Parties and elections. Legislative process. Functions of national Government and their administration. Courts and judicial review of legislation.

## 6-344. Introduction to Public Administration

Fall, 2 credits. Repeated in Spring

LEWIS B. SIMS

Designed to introduce the student to elements of public administration and to lay the foundation for further study and practice in this field. Nature and scope. Management of public affairs. Contrasts and similarities in public and private management. Mechanisms and procedures for carrying out public function. Relationships of branches of government in United States. *Prerequisite*: American National Government, or equivalent.

## 6-544. Political Parties

Fall, 3 credits

JOHN T. GRUPENHOFF

History, functions, and patterns of American political parties. Study of national, state, and local party organization, along with trends in electoral participation. Use of campaign techniques. Party organization as interested group. Functions and influence of various interest groups.

## 6-515. Legislative Process

Fall, 2 credits. Repeated in Spring

DONALD E. DEUSTER

Legislative process in Federal Congress. Sources of legislation. Influence of political parties. Committee procedures. Floor action in House and Senate. Influence of executive, special interest groups, and public. History and organization of Congress. Life story of bill. Characteristics of Congressmen and Congressional offices.

## 6-400. Administrative Operations for Congressional Assistants

Spring, 2 credits

JEROME N. ELLER  
MERRILL W. ENGLUND

Practical administrative problems encountered by secretaries and other staff assistants to United States Senators and Congressmen. Organization of office routine. Preparation and distribution of newsletters and publicity releases. Special services available to members of Congress. Use of Senate and House Documents and reports. Relations with the Executive departments. Pressure groups. Relations with constituents. Practical workings of Congress. Assistance with legislative matters.

## 6-531. Policies and Techniques for Congressional Liaison

Fall, 2 credits. Repeated in Spring

GEORGE E. CLIFFORD

Mastery of elements of legislative process. Function of agency representation in transmitting Congressional requests. Reporting on proposed legislation and other intelligence. Forwarding agency reports and views to Congress. Hearing system. Types of hearings and staff responsibilities. Use of legislative materials to follow hearings and legislation. Principles for successful liaison and application of practical techniques.

## 6-355. War Against Poverty—USA

Fall, 2 credits

ANDREW S. ADAMS

Federal anti-poverty programs—their objectives and means employed to achieve them. Includes problems and procedures for working relationships between Federal, State, and local agencies concerned with these programs.



## 6-440. Metropolis: Government, Finances, and People

Fall, 3 credits. Repeated in Spring

PETER W. HOUSE

Survey course for those interested in phenomenon of metropolitan growth. Approach from point of view of sociologist, economist, and political scientist. The student is introduced to current thinking in each of these fields as it relates to metropolitan growth. He is given opportunity to study some of these theories in light of practical problems encountered in a growing metropolitan area.

## 6-445. Civil Rights—Problems and Solutions

Spring, 3 credits

ROBERT J. COATES

Designed to develop understanding of and insight into problems facing minority group persons in our society. Problem background and analysis. Methods and techniques used in problem resolution. Analysis of specific problems in voting, education, employment, public accommodations, and housing. Evaluation of solutions to specific problems. Review of local and national, public and private agencies, and organizations at work in field.

## 6-507. Governing Science and Technology

Fall, 2 credits

WARREN H. DONNELLY

Survey of government in its relations with science and technology, focusing upon government support, fostering and application. Government control and regulation of science and technology. Leaders and landmark events. Congressional and executive branch organization. Government administration. Fostering of applications and resources. Public policy for science and technology. Advisory mechanisms and various approaches to dealing with unwanted side effects of applied science and technology.

## 4-201. Modern Supervisory Practice (See P. 55)

## 6-347. Principles and Practice of Management (See P. 74)

## 6-202. Management—Seminar (See P. 75)

## 6-453. Human Relations in Administration

Fall, 3 credits

JAMES M. ENNEIS

Designed to develop understanding of and insight into inter-personal relationships in large-scale organizations. Value orientations in administration. Formal and informal organization. Pathologies in administration. Status and role. Power and authority. Styles of leadership. Authoritarian and democratic administrators. Career dynamics. Psychological stress in administration. Motivation and morale.

## 6-454. Applied Human Relations in Administration

Spring, 3 credits

JAMES M. ENNEIS

Practice in applying principles of human relations in administration. Diagnoses of social processes in administration. Skills of effective performance in face-to-face situations. Formulation and assignment of administrative objectives. Creation of appropriate social climate. Leadership skills. Utilization of member resources. Irrational factors in administration. Decision-making processes. *Prerequisite:* Human Relations in Administration, or special permission.

## 6-600. Readings in Public Administration

Fall, 3 credits. Repeated in Spring

JOHN H. THURSTON, Coordinator

Supervised readings with monthly conferences on specified topics of administration or individual research and a paper on some problem or phase of administration, under the guidance of a senior administrative official. Readings or problem to be investigated determined in consultation with adviser.

*Prerequisite:* Completion of all other requirements for Undergraduate or Graduate Certified Statement of Accomplishment in Public Administration, or by special permission with equivalent background in public administration.

## American History

### 6-250. American History To 1865

Fall, 3 credits

WAYNE D. RASMUSSEN

Political, social, economic, and cultural forces prior to 1865, contributing to development of American civilization. Summary of colonial period. Political, economic, and diplomatic factors of American Revolution. Development of national life and institutions.

### 6-251. American History Since 1865

Spring, 3 credits

WAYNE D. RASMUSSEN

Political, social, economic, and cultural forces since 1865, contributing to development of present-day American civilization. Frontier movement and immigration. Constitutional growth and changes in world relations. Economic change and development.

## Management and Management Analysis

### COMMITTEE

John C. Cooper, Jr., *Chairman*

Edmund D. Dwyer, J. Elton Greenlee, Clare Hendee, Leo Herbert, Arthur B. Jebens, Kimball Johnson, Mark M. Kirkham, William F. Rapp, Harold A. Stone

Management has tremendous influence on the administration of Federal programs, on the adaptation of these programs to public needs, and on the quality of service to the public. A growing body of knowledge is available for study and application in the management of organizations. The vigor with which this knowledge is adapted depends mainly on how well the manager understands modern management practices and on how great is his skill in using them in his organization.

Management analysts in the Federal agencies serve as staff assistants to managers in raising the level of efficiency and effectiveness of organization through the introduction of better management concepts, systems, and practices. This is frequently accomplished through management analysis and systematic study of problems in the direction, coordination, and control of the organization. Management analysts must be skilled in concepts of techniques of analysis applicable to a wide range of management problems. They must possess theoretical knowledge about the field of management and must have had extensive opportunity for practice.

The courses outlined below cover various aspects of the general field of management, as well as the analytic and related organizational skills required of management analysts.

### 6-347. Principles and Practice of Management

Fall, 2 credits

EDWARD F. WILSON

Knowledge and managerial responsibilities that distinguish professional managers from other professional personnel, in terms of both theory and application. Principles of planning, organizing, directing and controlling, and their application as encountered in public administration. Development

and discussion of ways by which these management principles can be used by class participants in executing their supervisory responsibilities. *Prerequisite:* Supervisory work experience at Grade GS-9 or above, or special permission.

## 6-405. Principles and Techniques of Management Analysis

Year, 3 credits each semester

JAMES W. GREENWOOD, JR.

Comprehensive introduction to subject of management systems, their analysis, and improvement. Emphasis on systems approach to management and on role of management analyst in identifying and solving problems of manager in organization and management of government agencies. Designed for beginning management analyst, manager, and supervisor desiring some acquaintance with techniques, and senior management analyst desiring refresher course. *Prerequisite:* Introduction to Public Administration, or equivalent training or experience.

## 6-414. Management and Organization Studies: Case Critiques

Fall, 2 credits

WILLIAM F. RAPP and ASSOCIATES

Exposition and critique of selected actual studies and surveys of complex management and organization questions. Cases conveying effective ways to organize and conduct involved study efforts. Concepts and techniques used in planning study, designing analytic framework, gathering data, reaching conclusions, and preparing report, as well as such considerations as client relationships, selling and implementation—all under variety of study conditions. Wide range of important organization structure and management system problems. Each case presented by senior management analyst thoroughly familiar with study. Offered in cooperation with Agency Management Analysis Officers Group, from whose membership useful case experiences are selected.

## 6-409. Conduct of Management Surveys

Spring, 2 credits

WILLIAM S. DINSMORE

Methods useful in management surveys, with emphasis on techniques required in fact-finding, logic necessary in analysis, and "selling" required in presentation of recommended solutions for identified problems. Study of comprehensive management survey including, but not limited to, reconnaissance, organization, functional, procedural, and special purpose surveys, survey workshops, and case studies. Consideration of useful approaches and problems inherent in successive stages of both general purpose and problem-solving surveys. Designed to give journeyman analyst opportunity for advancement in field of management analysis. *Prerequisite:* Experience in management surveys, or special permission.

## 6-202. Management—Seminar

Fall, 3 credits

WILLIAM R. VAN DERSAL

Designed for those managing an organization or organizational segment involving subordinate supervisors. Review of basic elements of management. Study of management systems useful in organizations, including systems of career development, training, communications, supervisory development, and administrative control. Reviews of management literature and professional journals. *Prerequisite:* Modern Supervisory Practice, or Grade GS-9, or above.

## 6-511. Quantitative Approaches to Management Problems

Fall, 3 credits. Repeated in Spring

JOHN MOUNDALEXIS

For the student desiring working knowledge of practical quantitative techniques for solving complex management problems. Structure and applications of systems planning, control, and analysis techniques, such as sampling, queuing, linear programming, line of balance, correlation and regression analysis, probability and statistics, inventory theory, and simulation. Definition of problems dealing with cost-benefit/cost-effectiveness/benefit to society and trade off relationships for resources and values of total or partial organization. Development of these problems and interpretation of results. Clinic session on student problems. Analyses and discussion.



## 6-459. Executive Staffwork

Fall, 3 credits

ALVIN J. HURTT

To help staff personnel formulate personal philosophy for staff work and systematic approach for solution of broad managerial problems. For experienced staff specialists and chiefs of staff offices. Appropriate for all staff specialties: Budget and accounting, management services, personnel, planning, supply, and others. Staff role in modern management. Improving staff-line collaboration. Emphasis on visual tools, consultative approaches, and innovation. "Executive staff method" in management decision-making process. Illustrated by graphic materials used in designing career system in large Federal agency. Practice and critique in preparing and making presentations on selected management problem from work situation of the student.

## 6-519. Work Standards and Work Measurement

Fall, 2 credits. Repeated in Spring

SIDNEY SCHNEIDER

Advanced techniques of scientific management concerned with development of work standards and measurement of work loads and performance, and of their adaptability in public administration. Statistical and experimental methods of determining standards. Dangers to avoid in setting standards. Time study. Standards as dynamic part of operations and tool in developing policies on personnel placement and training. Standards as aids in developing budgets, in planning operations, and in individual work planning. Relationship of standards of performance to those of costs and quality. Importance of dependable standards, measurement, and appraisal of performance to summary statements of progress for the use of higher administrative officials. *Prerequisite:* Practical working experience at Grade GS-7 or above, or special permission.

## 6-550. Techniques of Organization

Spring, 3 credits

EARL P. SHOUB

Organization of public and private agencies. Historical review as background for study of organization in modern society. Structural-functional approach of scientific management. More modern approach of behaviorists. Formal versus informal organization relationships. Staff and line responsibilities and authority. Group participation. Decentralized versus centralized organizations and their operation. Administrative leadership and reorganization. Charts and manuals.

## 6-521. Management Innovations in Intergovernmental Relations

Fall, 2 credits

ARTHUR B. JEBENS

Designed to review briefly past and current institutional developments in Federal-State-local relationships and recent Congressional enactments, including Intergovernmental Cooperation Act of 1968. In light of this background, exploration and evaluation of current developments in individual Federal agencies, Bureau of the Budget, and Congress to introduce and carry out management innovations. The student develops one or more case studies for class presentation and discussion based on developments in his own or other Federal agencies, Bureau of the Budget, or ACIR.

## 6-522. Executive Decision Making

Fall, 2 credits

JOHN H. FINLATOR

Designed for those at junior- and middle-management levels who wish to improve their effectiveness as executives through better understanding of art of decision-making. Specifically intended for those at level of branch and division chief in Federal establishment, or equivalent in private sector. Developed to help agencies and companies in junior- and middle-executive development programs. Includes in depth, but not limited to: Creative process. Use of premises. Mathematics in decision-making. Role of authority and leadership. Gaining acceptance of decisions. Planning and putting into effect decisions. Executive behavior.



## 6-524. Program Planning and Control—Developing and Controlling Agency Programs

Fall, 3 credits

INSTRUCTOR TO BE ANNOUNCED

Designed for middle- and top-level management and staff assistants wishing to obtain understanding of theory, structure, and procedure for building and controlling agency programs during development and execution. How to convert agency objectives into programs for short- and long-range action. Process of conceiving and initiating program, as well as scheduling and controlling it financially, quantitatively, and qualitatively. Identification of programming as one element of agency's management system. Evaluation of alternatives within agency's corporate structure. Appraisal of effect of environment, politics, and social and economic forces on agency programs. How agency head selects from alternatives and puts priorities on elements of program based on cost effectiveness studies. Techniques of displaying and selling programs to higher authority, including Congress. Latest concepts and techniques for making plans, structuring programs, selecting and obtaining information for measuring program performance and making adjustments to programs to accommodate changing situations.

## 6-415. Statistical Science in Management

Spring, 3 credits

BENJAMIN J. MANDEL

Designed for management personnel, management and system analyst, cost and budget officer, supervisor, accountant, and auditor. Use of statistical methods such as averages, standard deviations, control charts, and sampling in establishing work measurement and management control systems. Cost estimation. Auditing. Forecasting. Production control and quality control. Numerous applications to practical problems of management, including ten case studies of measurement and analysis. Background in statistics and sampling desirable.

3-310. Introduction to Probability Theory (See P. 40)

3-532. Introduction to Linear Programming (See P. 42)

3-533. Operations Research I (See P. 42)

## Personnel Administration

### COMMITTEE

Harold H. Leich, *Chairman*

John D. R. Cole, Jack H. Foster, C. O. Henderson (*Vice-chairman*), Henry F. Hubbard, Fordyce Luikart, George S. Maharay, John A. McCart, James K. Sullivan, Arthur L. Tackman, John A. Watts

These courses should be of concern to the Federal employee who is interested in a career in management. Some knowledge of the principles of public administration, such as can be acquired from the introductory course in public administration, is helpful although not required. It is also desirable that the general course, Public Personnel Administration, be taken before the specialized courses such as Position Classification, Employment and Placement, and the like. The student who is in a position classified at Grade GS-5 or below and who desires to prepare for personnel work should first take the course in Federal Personnel Procedure in the Department of Office Techniques and Operations. The interested student should not attempt to take any specialized courses until he has gained substantial experience in personnel work or has completed all the basic general courses.

## 4-114. Federal Personnel Procedure (See P. 55)

## 6-430. Public Personnel Administration

Fall, 3 credits. Repeated in Spring

GEORGE S. MAHARAY and CHARLES E. WEITHONER

Designed for the supervisor and administrator who wish to have general familiarity with personnel work, for those in junior personnel staff positions desiring to broaden their understanding of personnel administration, and for those desiring to enter the field who need a foundation for more specialized courses in the personnel field. Primary emphasis on theory and practice of personnel administration in the Federal Government. Development and significance of personnel administration in public service. Recruitment, examination, and selection. Classification and pay concepts. Employee organizations, motivations, and training. Conduct and discipline. Role of Civil Service Commission, operating agencies, and their personnel officers. Personnel responsibilities of supervisors. Trends in personnel administration.

## 6-439. Current Issues in Personnel Administration

Fall, 2 credits. Repeated in Spring

NICHOLAS J. OGANOVIC

Current problems and issues in personnel administration. Emphasis on individual research, particularly in current problems in personnel management. The student researches and develops proposals to solutions to problems confronting Executive Branch. Use of current literature on subjects under consideration. *Prerequisite:* Grade GS-9 through GS-12 in personnel management, or other fields.

## 4-201. Modern Supervisory Practice (See P. 55)

## 6-432. Management-Employee-Employee-Management Communications

Fall, 2 credits

ERWIN R. DRAHEIM

Designed for employee, supervisor, and administrator who wish to develop understanding and insight into positive, open channels of communication. Between supervisors and employees. Between employees and management. How to get through to the boss. As a supervisor how do you get and stay in focus with your employees? How to communicate up and down. How to instruct so it takes. How people differ and what supervisors need to do about it. How to instruct new employees. How to instruct old employees for new jobs in age of rapid technological change. Actual cases. Active participation by members of group.

## 6-436. Management-Employee-Employee-Management Motivation

Spring, 2 credits

ERWIN R. DRAHEIM

Designed for employee, supervisor, and administrator who wish to develop understanding in depth and insight into proven and practical ways to motivate people. What makes people tick? What turns them on? How to motivate so it takes. What brings people out of rut and pushes them ahead? How to develop best potential in each person. How motivation generates sense of accomplishment. Why are some people doers, get things done? Others do not. How motivation works up and down. How to motivate boss who in turn motivates you. Management's role in motivation. As supervisor, how to zero in and stay in focus with employees. How and why people react differently to motivation and what supervisors can do about it. How to motivate new employees. How to motivate old employees for new jobs in age of rapid technological change. Actual cases. Active participation by members of group.

## 6-395. Employee-Management Cooperation in Federal Service

Fall, 2 credits

DANIEL E. MATTHEWS

Highlights of union-management relations in United States. Development of collective bargaining. Events leading to Executive Order 10988. Analysis of Order. Federal experience since 1962. Operational problems. Impact of program. Relationship to other aspects of personnel management. Administering labor-management relations.

## 6-473. Employee Benefits: Health and Insurance Plans

Fall, 2 credits

DONALD M. LANDAY and JOSEPH ZISMAN

Role of health and insurance plans as supplementary compensation practices in industry and government. Scope, characteristics, prevalence, and regulation of group insurance. Sick leave, annual leave, and workmen's compensation. Structure of group life insurance, health insurance, and disability insurance. Underlying principles, practices, and problems in design and administration of such plans, with specific reference to Federal Government programs.

## 6-474. Employee Benefits: Retirement Plans

Spring, 2 credits

DONALD M. LANDAY and JOSEPH ZISMAN

Role of pension and deferred profit sharing plans as supplementary compensation practices in industry and government. Their scope, characteristics, prevalence and relationship to Social Security benefits. Fundamentals of funding, design and administration. Federal regulation and taxation of private plans: Existing and proposed.

## 6-305. Systems Safety Management

Fall, 3 credits

HAROLD M. GORDON

Designed to present systematic body of knowledge concerning establishment, measurement, and appraisal of systems, methods, and programs for identifying, analyzing, and removing causes of accidents having adverse effect on best utilization of manpower and property. Theory and management of systems as related to accident prevention techniques. Methods for maximum utilization of various systems and subsystems of management (personnel, finance, legal, property, and other) into integrated total management approach. New concepts of error-free performance related to work errors, equipment failures, systems weaknesses, and related operating problems that generate accidental loss. Utilization of behavioral science principles for group problem solving. Use of automatic data processing to identify system deficiencies.

## 6-450. Systems Safety Management: Seminar

Spring, 3 credits

HAROLD M. GORDON

Discussion and exchange of ideas relating emerging concepts of safety management. Relationship of error and accident causation factors and functional components of management system such as personnel, procurement, training, maintenance, and engineering. Emphasis on practical approaches of accident prevention to aid management decision making in achieving cost reduction and improved manpower utilization. Other techniques including systems safety, critical incidence, and safety sampling. *Prerequisite:* Systems Safety Management, or special permission.

## 7-446. Personnel Psychology

(See P. 96)

## 6-444. Position Classification

Fall, 2 credits. Repeated in Spring

ROBERT D. PITCHER and WILLIAM N. WESP

Basic concepts and uses of position classification. Relation of classification to compensation and other phases of personnel management. Job evaluation techniques in Government and industry. Analysis of Classification Act of 1949. Study of position classification in Federal service, including



operating policies, practices, and procedures. Application of standards to determine classification of specific positions. Procedures for conducting classification surveys and administering classification program. Designed for those wanting understanding of basic, policies, objectives, and procedures involved in Federal position classification activities.

## 6-512. Employment and Placement

Fall, 3 credits. Repeated in Spring

PAUL B. LORENTZEN and ASSOCIATES

Staffing in Federal service, covering both general principles and background as well as specific programs and applications. Manpower picture, manpower planning, and utilization. Qualification standards. Recruitment. Examining, testing, and selection. Promotion and other placement actions. Special interest employment areas. Relationship to other major personnel management functions. Class participation and mid-term paper. Assumes basic course or working experience in personnel management.

## 6-518. Employee Training and Development

Spring, 3 credits

JAMES G. STOCKARD

Development of human resources of an organization. Informal presentation of ideas for determining actual training needs and for organizing, staffing, financing, selling, evaluating, and recording training activity. Explanation of benefits of the Government Employees Training Act (Public Law 85-507). Interpretation of training implications of manpower picture for the 1960s. Demonstration of training methods and devices meeting test of successful programs in Government and industry. For personnel technicians, budget analysts, methods analysts, and supervisors. Orientation for foreign technicians, teachers, and others whose work requires appreciation of adult training and education methods of modern business world.

## 6-520. Manpower Planning and Utilization

Fall, 2 credits. Repeated in Spring

FRANK G. JOHNS and ASSOCIATES

Nature and purpose of manpower planning. Reasons for current emphasis on manpower planning, utilization, and control. Relation to traditional personnel administration. Relation to budgeting. Integrating manpower planning and utilization into total planning and management process. From work plans to estimates of manpower needs. Uses of estimates. Optimum utilization of manpower. Manpower controls. Developing and administering manpower plan.

## 6-441. Improving Personnel Management with ADP

Fall, 2 credits

INSTRUCTOR TO BE ANNOUNCED

Designed for personnel management specialists with limited knowledge of computer processing techniques applied to personnel management. Current uses of computers in government and industry. Advanced systems concepts for improvement of personnel management through computer-based information systems. Pragmatic step-by-step approach.

6-453. Human Relations in Administration (See P. 73)

6-454. Applied Human Relations in Administration  
(See P. 74)

7-545. Counseling Techniques (See P. 98)

7-547. Counseling and Behavior Modifications (See P. 99)



## Legal Administration

### COMMITTEE

Thomas J. Flavin, *Chairman*

Harold M. Carter, Anthony L. Mondello, Leo M. Pellerzi, David Reich, Ashley Sellers

### 6-320. Administrative Law and Procedure

Fall, 2 credits

THOMAS J. FLAVIN

Principles and practice of administrative law in the Federal field with concentration upon provisions of Administrative Procedure Act (1946) dealing with formal rule-making and adjudication and involving notice, hearing, evidence, findings, and control by the courts.

### 6-422. Business Law

Year, 2 credits each semester

ELMER MOSTOW and HOWARD B. PICKARD

Aspects of law essential to conduct of modern business. Forms of business organization, bailments, property, sales, mortgages, negotiable instruments, and contracts. The student may attend either or both semesters. No subject matter repeated.

### 6-503. Law for Government Managers

Fall, 2 credits. Repeated in Spring

ELMER MOSTOW and SIMON H. TREVAS

Aspects of Federal law (civil and criminal) critical to government managers and their subordinates in management of Federal establishment. Authorities and limitations imposed by law covering employment, discipline, pay, and benefits in Federal service. Obtaining appropriations and using obligations and expenditures, personal and official authority, or responsibility and liability. Designed to give Federal managers awareness of laws affecting their day-to-day operations. *Prerequisite:* Grade GS-7, or above, or special permission.

### 6-424. Unlawful Selling Practices

Fall, 2 credits

ROBERT E. DUNCAN

Deceptive and unfair marketing practices in sales to individuals. Consideration of such practices as bait and switch, loss leader, credit abuse, false advertising including pricing and labeling and deceptive packing as covered under Federal laws. Consideration of laws designed to guard purchasers without major emphasis on technical statutory and regulatory requirements.

### 6-426. Legal Elements of Sale, Rental, and Purchase of Property

Spring, 2 credits

ROBERT E. DUNCAN

Survey of laws and practices applicable to transfer of property ownership, including personal property and real property. Financial and contractual aspects of acquiring property. Designed for the student seeking general knowledge of problems attendant to acquisition and disposition of property without major emphasis on technical requirements.

### 6-425. Legal Aspects of Investigation—Criminal Evidence and Procedure

Spring, 2 credits

ROBERT E. DUNCAN

Designed to provide investigative personnel and those desiring to prepare for such work, background and insight into legal aspects of their investigations. Types of evidence to seek. Circumstances and conditions under which the evidence is to be obtained in order to have adequate probative

value. How to prepare such evidence for presentation in court or for other procedure. Designed to provide understandable information without overemphasis of technical aspects. *Prerequisite*: Sufficient educational background for appointment to training position in investigational work.

## 6-705. Computer Applications in Law

Fall, 2 credits. Repeated in Spring

PAUL R. BEATH

Designed to give the student working knowledge of advances in computer technology as applied to law and public administration. Statutory law searching at state and federal levels. Case searching of federal decisions: LITE program of U. S. Air Force. Tax applications: IRS, tax policy, and taxpayer returns. Evidence and trial practice. Patents. Computer utilities. Uses in state and local government. Criminal law and police methods. *Prerequisite*: Knowledge of data processing helpful, but not essential.

2-145. Law Librarianship (See P. 31)

6-370. Government Construction Contracts (See P. 83)

6-371. Government Construction Administration (See P. 83)

## Procurement and Property Management

### COMMITTEE

Tony M. Baldauf, *Chairman*

Conrad L. Trahern, George J. Vecchieti, L. Don Williamson, N. O. Wood, Jr.  
N. O. Wood, Jr.

These courses examine the ways in which the Federal Government purchases, manages, and accounts for materials and supplies. The student interested in purchasing but with limited experience in such work will find it helpful to start with the courses in Federal Property Procedure and Federal Purchasing Procedure in the Department of Office Techniques and Operations. Selected background courses in public administration together with courses in the Division of Management Analysis offer thorough training in administration in this area.

4-113. Federal Property Procedure (See P. 55)

4-115. Federal Purchasing Procedure (See P. 56)

6-364. Federal Contracting

Fall, 2 credits. Repeated in Spring

V. SAMUEL GUNTHER

Primarily for employees of civilian agencies using Federal Procurement Regulations. Contracting as technique of purchasing where advertising is required, including study of legal and administrative policy background of contract provisions, requirements of advertising, analysis of bids, contract award and administration, handling of disputes, appeals, protests, change orders, amendments, set-asides, labor standard matters, debarment procedures, and related subjects. Practical application by preparation of bids, contracts, orders, and related matters. *Prerequisite*: Federal Purchasing Procedure, or current experience in purchasing or contracting.

## 6-370. Government Construction Contracts

Fall, 2 credits

JAMES A. COHEN, PAUL H. GANTT, and ASSOCIATES

Government contract law, with special emphasis on construction contracts. Principles of Government contract administration. Study of contract general and special provisions. Administration of Davis-Bacon Act, Miller Act, and other laws pertaining to construction contracts. Handling of contract modifications, changes, suspension of work, and damages. Study of landmark cases in courts, with decisions of Appeal Boards and Comptroller General. Case problems. *Prerequisite:* Experience in purchasing or contracting.

## 6-371. Government Construction Administration

Spring, 2 credits

JAMES A. COHEN, PAUL H. GANTT, and ASSOCIATES

Consideration of complicated problems of recurring nature in Government construction administration. Study of landmark cases. Tracing of problems from inception to disposition by contracting officers and review authorities. Contract appeal boards and litigations in courts. Seminar discussion, with written materials. *Prerequisite:* Government Construction Contracts, or special permission.

## 6-374. Research and Development Contracting

Fall, 2 credits. Repeated in Spring

ROBERT J. BURNS

Basic course in procedures and policies of Federal Government in field of research and development contracts. Organization for research and development. Life cycle. Methods of contracting. Administration of contracts. Management of and rights in data. Cost and pricing. Consideration of some special problems in research and development. *No previous knowledge of or experience in government contracting necessary.*

## 6-638. Government Defense Contracts

Year, 2 credits each semester

EUGENE J. DAVIDSON

Survey and analysis of defense contracts, procurement policies, procedures, and contracting methods. Review of Armed Services Procurement Act, Armed Services Procurement Regulation, other applicable laws and regulations, and decisions of Armed Services Board of Contract Appeals, Comptroller General, Court of Claims, and United States Supreme Court. Contracting by formal advertising and negotiation. Fixed price. Cost reimbursement and incentive-type contracts. Change orders and supplemental agreements. Contract termination (default and convenience). Price re-determination and escalation. Renegotiation. Assignment of claims. Contract financing bonds, labor standards, taxation, contingent fees, and conflicts of interest. Government-furnished property and special relief legislation (P.L. 85-804, and others).

## 6-565. Inventory Management

Fall, 2 credits

EMANUEL M. SILVERMAN

Principles and practices, with emphasis on ways and means to reduce supply operating costs, investment in inventories, and paperwork processing costs. Defining inventory management objectives. Application of financial management techniques. Methods of maintaining stock records. Stock replenishment systems and procedures. Criteria for stockage. Determining supply operational costs. Federal standard requisitioning and issue procedure. Procedures for conducting physical inventories. Supply management reporting. Opportunities for automation in inventory management.

## 6-502. Computer Equipment Selection

Fall, 3 credits. Repeated in Spring

EDWARD O. JOSLIN

Designed for those involved with acquisition of major pieces of equipment through competitive bidding situation. Applicability of some selection techniques developed in field of computer selection to other types of equipment acquisition. Equipment specifications *vs.* application specification.



Mandatory and desirable capabilities. Selection plans. Validation techniques. Evaluation techniques. Scoring methodologies. Procurement considerations. To prepare the student to take active and meaningful part in activities involved with equipment acquisition and to provide him with knowledge necessary to make management decisions preceding actual acquisition. *Prerequisite:* Adaptability to case method of learning.

## 8-405. Principles of Specifications

(See P. 108)

### Accounting and Financial Management

#### COMMITTEE

Warner H. Hord, *Chairman*

Paul L. Appleman, William J. Armstrong, Robert H. Fuchs, Charles L. Grant, Max Hirschhorn, James F. Kelly, Charles N. Mason, Sr., Sidney S. Sokol, Carl W. Tiller

Financial management, budgetary control, and accounting team together to supply the basic tools of modern management, whether applied to governmental institutions or to private enterprise. Financial management and budgetary control provide the plans, programs, and end objectives toward which a government or business enterprise directs its efforts. Accounting provides the means to measure, assess, and evaluate the actual results achieved from putting the plans and program in operation, to compare factually the actual results with these plans, and finally to identify the nature and cause for variances between the two.

The scope and range of activities requiring skills in financial management and accounting within the Federal Government are very wide. The need for these skills has developed from the joint financial and management improvement program in the Federal Government, as well as from the rapidly increasing need for greater management skills. As the size and diversification of activities increase, new and more highly developed management and accounting skills are necessary to the efficient and economic performance of these activities and to assure that the public receives full value for the money expended. Hence, the basic purpose of these skills within the Federal Government is to give the President better financial management in the Executive Branch, the Congress better information for acting upon appropriations and other legislation, and the public a clearer picture of financial conditions in operations of the Federal Government.

#### CERTIFIED STATEMENTS OF ACCOMPLISHMENT

Certified statements of accomplishment may be earned in the fields of accounting and financial management. Each of these certified statements requires a comprehensive program of study to be developed, giving a broad understanding of the basic economic objectives toward which each program is directed. Sufficient specialization in the particular field is required to give a high degree of expertness in the planning, direction, and implementation of the particular program.

#### CERTIFIED STATEMENT OF ACCOMPLISHMENT IN ACCOUNTING

The program leading to the Certified Statement of Accomplishment in Accounting is broad enough to cover not only the regular appropriation and fund accounting of the Federal Government, but also the accounting training needed for many other governmental activities. The program is comprehensive enough both to provide advanced training for the Government service, and, if courses are carefully selected, to meet the usual educational requirements for Certified Public Accountant examinations. The



student planning to take a Certified Professional Accountant examination should know the requirements of the State in which he plans to take the examination. In general, the course of study, in addition to accounting, should include the following: Business English, Business Law, Corporation Finance, Investments, Mathematics of Accounting and Investment, and Principles of Economics.

#### Requirements (36 credits)

1. Graduation from high school, or the equivalent.
2. 36 semester hours of credit with a grade of C or better, as follows:
  - a. Required courses (24 credits):
    - Principles of Accounting (6)
    - Intermediate Accounting (6)
    - Cost Accounting (3)
    - Advanced Accounting (6)
    - Principles of Auditing (3)
  - b. Electives (12 credits):
    - Analysis and Interpretation of Financial Statements (2)
    - Business Law (4)
    - Cost Accounting (Second Semester) (3)
    - Federal Budget Administration (2)
    - Federal Financial Administration (2)
    - Federal Government Accounting (4)
    - Federal Income Taxes (6)
    - Mathematics of Accounting and Investment (3)
    - Principles of Economics (6)
    - Writing Procedures and Instructions or Official Writing (2)

*A student seeking the certified statement should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. He must file a transcript of his high school or college record before completion of his program.*

#### ADVANCED CERTIFIED STATEMENT OF ACCOMPLISHMENT IN FINANCIAL MANAGEMENT

The program leading to the Advanced Certified Statement of Accomplishment in Financial Management offers an organized program of study for the advanced student designed to provide an understanding of the basic substance and public policy aspects of financial management. The program should be of interest to government personnel well advanced in the fields of accounting and budgeting and to program administrators who need a better understanding of the policy aspects of financial management.

#### Requirements (20 credits)

1. An undergraduate degree. This requirement may be waived when the student can demonstrate that he has breadth of knowledge equivalent to such a degree or has completed 10 semester hours of credit with a grade of B or better from the courses listed below.
2. Completion of Basic Accounting—Concepts of Terminology, or demonstration of equivalent understanding of accounting. A working knowledge of accounting is desirable.
3. 20 semester hours of credit with a grade of B or better.

The following courses are required unless the student has had equivalent courses in other institutions.

Federal Budgetary Administration (2)  
 Introduction to Public Administration (2)  
 Public Finance (3)

A minimum of 10 semester hours of credit are to be selected from the following courses.

Analysis and Interpretation of Financial Statements (2)  
 Audit Management—Seminar (4)  
 Conduct of Management Surveys (2)  
 Cost Accounting (3)  
 Federal Budgetary Procedure: Formulation and Presentation (2)  
 Federal Budgetary Procedure: Execution and Fund Control (2)  
 Federal Financial Administration (2)  
 Federal Income Taxes (6)  
 Mathematics of Accounting and Investment (3)  
 Principles and Practice of Management (2)  
 Statistical Sampling for Financial Management (3)  
 Work Standards and Work Measurement (2)

A maximum of 3 semester hours of credit are to be selected from the following courses.

American National Government (3)  
 Human Relations in Administration (3)  
 Legislative Process (2)

*A student seeking this certified statement should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. With the approval of the Registrar, courses in public administration or the social sciences may be substituted for those on the elective list. Equivalent courses will be accepted by transfer from other institutions. The student must file a transcript of his college record before completion of the program.*

4-112. Federal Fiscal Procedure (See P. 55)

4-116. Federal Budgetary Procedure: Formulation and Presentation (See P. 56)

4-118. Federal Budgetary Procedure: Execution and Fund Control (See P. 56)

6-635. Federal Budgetary Administration

Fall, 2 credits

JAMES D. BURRIS

Federal budgeting from advance program planning through execution of budget. Principles and policies. Budgets as instruments of Congressional control and executive management. Relationships of budgeting to other aspects of financial and general management. Interrelationships in planning, programming, and budgeting systems. Changing nature of budgeting. Budgeting as means of public policy decision-making. Organization and management of budget staff. *Prerequisite:* Bachelor's degree, or experience at Grade GS-9, or above, in financial or general administration, or special permission.

## 6-525. Federal Financial Administration

Spring, 2 credits

JAMES D. BURRIS

Federal financial system and its basis. Roles of major participants (Congress, President, Department of Treasury, General Accounting Office, Bureau of Budget, and operating departments). Contributions of each phase of financial management—budgeting, accounting, financial reporting, and auditing. Policies, principles, and practices followed. Progress and recent trends in financial management, including current developments to serve needs of planning-programming-budgeting systems and new budget concepts. *Prerequisite*: Bachelor's degree, or experience at Grade GS-9, or above, in financial or general administration, or special permission.

## 6-342. Basic Accounting—Concepts and Terminology

Fall, 2 credits

CHARLES J. STRATTON

Survey course designed to provide administrators, economists, lawyers, scientists, and other non-accountants with working knowledge of concepts and terminology of basic accounting. Major principles and conventions of accounting. Nature and purpose of internal controls. Relationships of accounting and taxation. Cost data and other special areas. Equips non-accountant with understanding of basic techniques of financial statement analysis and interpretation. *Not accepted for credit toward Certified Statement of Accomplishment in Accounting*. *Prerequisite*: Work experience in non-accounting position at Grade GS-11, or above, or special permission.

## 6-343. Statistical Sampling for Financial Management

Fall, 3 credits

BENJAMIN J. MANDEL

Practical nonmathematical course in elements of probability sampling as applied to financial management problems. Designed for those who collect and analyze quantitative information, including management analysts, systems analysts, personnel in accounting, auditing, and financial management positions in Federal Government, business, and industry. Basic principles and concepts of probability sampling, methods of sampling, sample size determination, estimation, and measurement and control of accuracy of estimates. Solution of specific problems encountered in fact-finding and quantifying. Minimal mathematical and technical derivations. *Prerequisites*: Background in statistics and sampling desirable.

## 6-352A. Principles of Accounting—First Half

Fall, 3 credits. Repeated in Spring and Summer

PAUL S. CARTER  
MAX HIRSCHHORN  
DANIEL E. PALENSKI  
WILLIAM V. SITKO  
FRANK E. SKINNER  
ANDREW TRONOLONE, JR.  
SUSUMU UYEDA

Elementary principles of accounting. Discussion and problems. At the end of the semester, the student is prepared to do accounting necessary for a small business organization; *i.e.*, keep a complete set of books, draw up statements at the end of the fiscal period, adjust accounts for accruals, deferred items, depreciation, and close the books.

## 6-352B. Principles of Accounting—Second Half

Spring, 3 credits. Repeated in Summer and Fall

PAUL S. CARTER  
MAX HIRSCHHORN  
DANIEL E. PALENSKI  
WILLIAM V. SITKO  
FRANK E. SKINNER  
ANDREW TRONOLONE, JR.  
SUSUMU UYEDA

Continuation of first half, covering more advanced principles of accounting. Accounting for partnerships, corporations, and manufacturing. Depreciation policies and analysis of financial statements. *Prerequisite*: Principles of Accounting (First Half), or equivalent.



## 6-353A. Intermediate Accounting—First Half

Fall, 3 credits

WARNER H. HORD  
RAYMOND KURLANDER

No actual keeping of system of accounts, but independent evaluation of existing accounts for conformance with sound valuation and accounting principles. Methods of correcting unsound account practices. Alternative methods of presentation on financial statements. Evaluation of asset and liability valuation and statement presentation principles in following areas: Cash, receivables, inventories, current liabilities, and investment accounts, including bonds, stocks, and special funds. Analysis of working capital in terms of content and significance on financial statements. *Prerequisite*: Principles of Accounting, or equivalent.

## 6-353B. Intermediate Accounting—Second Half

Spring, 3 credits

WARNER H. HORD  
RAYMOND KURLANDER

Continuation of valuation and statement presentation principles in following areas: (1) Plant and equipment. Its acquisition and retirement; depreciation and depletion; revaluations, (2) Intangibles. (3) Long-term liabilities. (4) Paid in capital—upon corporate formation and subsequent changes. (5) Retained earnings—free for dividend distribution and appropriated. Preparation of statements from incomplete records. Errors and their correction. Analysis of financial statements. Source and application of funds statements. Cash flow. Financial statements adjusted for price-level changes. *Prerequisite*: Intermediate Accounting (First Half), or equivalent.

## 6-420. Advanced Accounting—Theory and Problems

Year, 3 credits each semester

ARNOLD L. BARON

Advanced principles of accounting and their application to specific problems. Consolidated statements. Foreign exchange. Receivership. Estates and trusts. Public accounts. Emphasis on problems in accounting theory and practice as generally given in Certified Professional Accountant examinations. *Prerequisite*: Intermediate Accounting, or equivalent.

## 6-264. Federal Government Accounting

Year, 2 credits each semester

THOMAS C. CANADA

First semester: Financial organization for performance of accounting and its relationship with Department of the Treasury and General Accounting Office. Practice work with basic ledgers (allotment ledger, object classification ledger, and general ledger) maintained in connection with funds available to Federal agencies. Appropriation, apportionment, allotment, obligation, disbursement and collection processes. Relationship of accounts maintained in the agency with accounts maintained by Department of the Treasury. Reconciliation of cash accounts with statements furnished the agency by that department. Relationship between general ledger control accounts and subsidiary records. Second semester: General ledger, but involving more complex transactions such as inventory accounting. Accounting in decentralized operation. Accrual accounting concepts as applied to appropriated funds. Year-end closing of accounts and financial reporting and its relationship with Department of the Treasury. Study of accounting problems with emphasis on principles of controls and recent developments in accounting in the Federal Government. In each semester, as applicable, discussion of related reporting and accounting procedures and applicable General Accounting Office instructions. *Prerequisites*: Principles of Accounting and Federal Fiscal Procedure, or equivalent, or experience in accounting operations.

## 6-276. Public Utility Procedures and Methods

Fall, 3 credits. Repeated in Spring

GORDON F. HEIM

Public utility accounting, economics, rate making, rate of return procedures, with emphasis on legal concepts of public utility regulations.



## 6-601. Principles of Auditing

Fall, 3 credits

THEODORE C. HAASER  
CASPA L. HARRIS

Principles and practices involved in audits, with emphasis on governmental auditing. Consideration of purposes and types of audits. Auditing concepts and standards. Planning and performing audits. Review of internal controls, preparation of work papers, and report writing. Utilization of audit principles in auditing operations of agencies in Federal Government. *Prerequisite*: Intermediate Accounting, or equivalent.

## 6-650. Audit and Investigation Management—Seminar

Year, 3 credits each semester

LEONARD H. GREES

Discussion of executive, mid-management, and line-management responsibilities in internal audit and investigation function under broad and dynamic management mandate. Starting with placement of function in total organization, discussion of pros and cons of alternate elements, basic policies, and procedures to govern operations. Development of position descriptions for personnel employed at management levels in this activity, providing the student with opportunity to consider qualifications and grades of personnel to be employed. *Prerequisites*: Experience in internal audit and investigation, or in administrative or management analysis at Grade GS-12, or above. Scheduled upon demand.

## 6-642. Cost Accounting

Year, 3 credits each semester

JAMES H. LOBB

Principles of cost accounting, together with methods of application to specific problems. Consideration of methods of cost accounting for materials, labor, direct and indirect expenses in relation to specific job orders. Process, departmental, and standard costs. Control accounts. *Prerequisite*: Principles of Accounting.

## 6-423. Mathematics of Accounting and Investment

Fall, 3 credits

CHARLES N. MASON, Sr.

Calculation of compound interest, compound discount, amount and present value of annuities, including perpetuities and capitalization methods of determining valuation. Accumulation of sinking funds and amortization of debts by equal payments. Yield and valuation of bonds, various depreciation methods, and determining interest rates charged on time purchases and small loans. Life probabilities and calculation of premiums and cash values for commoner types of life insurance and annuities. *Prerequisite*: Intermediate Algebra, including use of exponents and logarithms, or equivalent.

## 6-510. Analysis and Interpretation of Financial Statements

Spring, 2 credits

CHARLES N. MASON, Sr.

Methods and techniques of preparing, analyzing, and interpreting financial statements of business and Government enterprises. Nature and limitations of financial statements, and terminology, content, and organization, and determination and interpretation of trends and ratios for both internal and external users of financial statements. *Prerequisite*: Principles of Accounting.

## 6-645. Federal Income Taxes

Year, 3 credits each semester

HAROLD K. WILSON

First semester: Principles of Federal income taxation applied to individuals for determination of gross income, deductions, credits, and exemptions. Forms of various tax returns. Application of principles of accounting. Second semester: Principles of Federal income taxation applied to sole proprietorships, partnerships, and corporations. Survey of fiduciary returns. Federal estate and gift taxation. Taxation of foreign income. Special permission required to take second semester without first.

# Social Sciences

## DEPARTMENTAL COMMITTEE

Wesley B. Sundquist, *Chairman*

James A. Bayton, John M. Curtis, Kenneth R. Farrell, Joseph L. Fisher, Norman S. Gould, Martin Kramer, Harry C. Trelogan (*Vice-chairman*), Bennett S. White, Jr.

The problems of social organization and operation have become both absolutely and relatively more important with the increase in the complexity of our industrial civilization. As a consequence, the Federal departments and agencies, as well as governments at state and local level, have need for personnel adequately trained in the social sciences. Moreover, the individual as consumer and investor, the businessman and the farmer as producer, also find need for knowledge of economics and the social sciences. Large corporations employ economists to help in the formulation of policy. Psychologists and social workers find demand for their services in personnel work.

To meet the needs of the Federal employee in particular and of other groups as is feasible, the Department of Social Sciences offers the following courses designed to aid the student in acquiring general background in the social sciences as well as specialized training in fields for which there is current demand.

## Economics

### COMMITTEE

Kenneth R. Farrell, *Chairman*

James P. Cavin, Paul E. Nelson, Jr., Howard S. Piquet, Harry A. Steele,  
William A. Vogely

Adequate foundation training in general economics is essential for satisfactory accomplishment in the study of any specialized branch of the subject. Hence, the primary objective in developing the following courses has been that of providing the basic work needed by students who wish to carry out a systematic plan of study, at both undergraduate and graduate levels.

## 7-201. Principles of Economics

Year, 3 credits each semester

NEVILLE J. G. DOHERTY  
GERALD L. DUSKIN  
THOMAS F. HADY  
STANLEY MILLER  
HARVEY SHAPIRO

Designed to familiarize the student with basic tools of economic analysis and their application to questions of economic policy. First semester: Resources, production, and capital formation. Business organization and finance. Money and the banking system. Volume of economic activity and control of fluctuations. Second semester: Functioning of price system. Distribution of national income. International economics. Economic growth. It is strongly advised that the semesters be taken in sequence. However, under exceptional circumstances, the second semester may be taken without the first.

## 7-560. Modern Economic Thought

Spring, 3 credits

JAMES P. CAVIN and ALLEN B. PAUL

Designed to help the student trace roots of modern economic thought to such representative economists of past 50 years as: Alfred Marshall, Edward Chamberlain, Wesley C. Mitchell, John M. Keynes, John M. Clark, Joseph Schumpeter, John R. Commons, Thorstein Veblen, Joan Robinson, and Milton Friedman. *Prerequisite*: Principles of Economics, or equivalent.

## 7-548. Intermediate Economic Analysis

Year, 3 credits each semester

CLARK EDWARDS

Use of basic tools of economic analysis. Understanding intermediate economic theory and methods used to solve economic problems. First semester: Macro-economics. Analysis of general determinants in American economy of income, employment, production, price level, growth, and cyclical change. Second semester: Micro-economics. Analysis of individual consumer demand, market structure, and theory of firm. Inquiry into general determinants of relative prices and income distribution. Review of elementary principles. The student may attend either or both semesters. *Prerequisites*: Principles of Economics and some acquaintance with elementary algebra.

## 3-509. Mathematics for Economists

(See P. 42)

## 7-570. Introductory Econometrics

Year, 3 credits each semester

RICHARD J. CROM

First semester: Statistical and mathematical concepts used in measuring economic relationships. Emphasis on formulation, estimation, and interpretation of single-equation relationships. Second semester: Estimation of simultaneous economic relationships, and survey of other techniques of quantitative economic analysis-factor analysis, Markov processes, optimizing models, and simulation. *Prerequisites*: Intermediate Economic Analysis, Mathematics for Economists, and one course in statistics, or equivalent.

## 7-477. Regional Economics

Fall, 3 credits

GERALD L. DUSKIN

Basic concepts, objectives, and goals of regional economic development. Emphasis on basic principles, tools of analysis, and current planning issues. Historical development and early contributions to regional economic theory. Economic base theory and multipliers. Growth center and central place theory. Industrial location analysis. Sector and sub-sector development analysis. Problems of urbanization-industrialization in rural areas. Input-output analysis. Regional income estimation and social accounting. Appraisal of current regional development programs. New town planning. European regional development experience (France, Great Britain, Spain). *Prerequisite*: Intermediate Economic Analysis, or equivalent.

## 7-564. Regional and District Development Planning

Fall, 3 credits

ALAN R. BIRD

Multi-state and multi-county development planning as evolving processes related to national and subnational policies and programs. National economic, technological, locational, demographic, and other social conditions and constraints. Historical, present, and projected planning activities. Role of planning staffs and related staff functions. Exploration of ways of improving the planning process and identifying and updating the most strategic components of a plan. Evaluation of plans. Designed as vehicle for systematic exchange and consolidation of experience among Federal, state and local staffs and other citizens involved or expecting to be involved in regional, state or multi-county development, manpower or resource planning. Formal training in social sciences helpful, but not required.

## [7-489.] Resource Economics (1970-71 and alternate years)

Fall, 3 credits

WILLIAM B. BACK

Review of production and distribution theories relating to resource demands, supplies, use and income shares. Effects of public programs upon income to land, labor, and capital and upon personal



distribution of income. Role of public investments in natural and human resources in regional and national economic development. Analysis of poverty and poverty programs. *Prerequisite*: Course in intermediate economics, or special permission.

## 7-476. Public Finance and Fiscal Policy

Fall, 3 credits. Repeated in Spring

PETER WAGNER

Economics of government finance, taxing, borrowing, and spending by Federal, State, and local governments. Emphasis on basic principles and tools of analysis, with current policy issues for illustration. Economics of government spending, allocation of resources between public and private sectors, borrowing and the public debt, fiscal policy, and taxation. General principles of taxation, incidence, and the like. Problems of specific types of taxes. *Prerequisite*: Principles of Economics, or equivalent.

## 7-480. Money and Banking

Spring, 3 credits

HARVEY SHAPIRO

Designed to help the student understand functions of money and credit in modern economy. Functions of money. Commercial bank operations and creation of credit. Monetary theory. Principles and practices of central banking and credit control. Role of money in relation to employment, prices, and business cycles. International monetary relations. *Prerequisite*: Principles of Economics, or equivalent.

## 7-497. Urban Economics

Fall, 2 credits

JOHN J. HURLEY

Urban complex as special kind of environment within which principles of economics can be applied. Examination of major problem areas of urban economics in systematic way. Poverty and income distribution. Imperfections in local labor market. Advertising deceptions and consumer protection. Municipal taxation and budgets. Land use and urban sprawl. Urban renewal. Rent supplement issues. Public housing programs.

## 7-491. Industrial Organization and Public Policy

Spring, 2 credits

PAUL E. NELSON

Review of classical imperfect competition theory and extensions into joint profit maximization, nonprice competition, and bilateral monopoly. Theoretical and policy considerations: Market structure analysis, barriers to entry, and workable competition. Evaluation of government policy with respect to concentration, mergers, and oligopoly conduct. Appraisal of current structural trends and policy alternatives. *Prerequisite*: Principles of Economics, or equivalent.

## 7-576. Urban Centers, New Towns, and Rural Development

Fall, 3 credits

ROBERT BLUM and BETTY L. DOOLEY

Designed to develop overall perspective for analysis of human, social, and economic problems in relation to man's environment. Use made of systems approach and cost/benefit analysis in relation to problems, policies, programs, and action. Seminar for coordinated consideration of fields of interest to students.

## 7-526. Introduction to International Economics

Spring, 3 credits

CAREY B. SINGLETON, JR.

Basic concepts and analytical tools and their application to international economics. Introduction to theory and empirical foundations of international trade and factor movements. Theory of multicountry, multicommodity trade. Problem of international disequilibrium. Public and private barriers to trade and monopoly of international trade. Search for economic stability and growth through international cooperation. International Monetary Fund. International monetary system.



Problem of underdeveloped areas—meaning and extent of economic underdevelopment. Role of international trade and aid in economic development. Future of international economic relations. *Prerequisite*: Principles of Economics, or equivalent.

## 7-468. Economics of Transportation

Fall, 3 credits

JOHN O. GERALD and BRUCE H. WRIGHT

Survey of trends in economic development of nation's rail, highway, water, pipeline, and air transportation systems. Regulatory controls and problems arising from bulk water and highway exemptions. Ratemaking with near technological monopoly by railroads, to 1920's. Growth of intermodal competition, 1920's to present. Effects of recent ratemaking and ownership trends on location of industry and on interregional competition, with principal illustrations from agriculture. *Prerequisites*: Principles of Economics and course in statistics, agricultural economics, marketing, or transportation.

## 8-488. Federal Government and Electric Power (See P. 110)

## 8-474. Engineering Economics (See P. 108)

## 8-712. Engineering Economic Analysis (See P. 109)

## 7-780. Theories of Economic Growth

Spring, 3 credits

JOSEPH W. WILLETT

Systematic study of economic growth problems and principles. Definitions and elements of economic growth, with emphasis upon natural resources, population, capital, technology, markets, and institutions. Economic growth models under varying stages of development and varying market and institutional limitations. Foreign and domestic applications.

## 6-440. Metropolis: Government, Finances, and People (See P. 73)

## 7-336. Agriculture's Role in Economic Growth and Development

Fall, 3 credits

QUENTIN M. WEST and JOSEPH W. WILLETT

Economic analysis of contribution that agricultural sector has made to economic development in developed countries and its potential contribution to growth in less developed countries. Key role of agriculture in relation to world food problem. Factors affecting supply of and demand for food and fiber. Agriculture's role as user and supplier of labor, capital, and foreign exchange. Analysis of agricultural policies and planning for agricultural development. Evaluation of role of foreign trade and aid in agricultural development. *Prerequisite*: Intermediate Economic Analysis, or special permission.

## 7-716. Agricultural Policies and Programs—Seminar (1969–70 and alternate years)

Spring, 2 credits

M. L. UPCHURCH

Analysis and evaluation of current agricultural policies and programs with special reference to planning and programming techniques and processes, including review of policy and program development from First World War to date. Consideration of agricultural policies and programs in relation to economic principles as well as chief trends or forces operating within national economy as a whole. Effort to consider all the main streams of agricultural policy, including problems relating to research, education, and marketing, as well as farm price supports. *Prerequisite*: Bachelor's degree in agriculture or related field, with some courses in economics, or operational responsibility in agricultural programs.

## 7-457. Economics of Agricultural Development

Fall, 3 credits

RAYMOND P. CHRISTENSEN

Designed primarily for foreign students. Survey course in economics of agriculture, with special emphasis on role of agriculture in national economic growth. Principles and elementary tools of economic analysis applicable to agricultural production and marketing problems and with effects of technological improvements, institutional arrangements, and other factors affecting economic progress in agriculture. Identification of economic problems in agriculture and development of effective research procedures for use in analysis of these problems. Emphasis on application and adaptation of research methods used in United States to economic problems of agricultural development in foreign countries.

## 7-239. Natural Resources and International Economic Development

Fall, 3 credits

CAREY B. SINGLETON, JR.

Designed to portray and interpret relationship between natural resource endowment and economic growth in broad regions of world—Western Europe, Soviet Union, Africa, and Latin America. Interdependence between resources and techniques, policies, and institutions that control resource capability. Contributions that effective resource management and entrepreneurship can make to the economic growth of developing nations. Potentialities and constraints of foreign investment for resource development, terms of trade between raw material exporting and importing countries, and transfer of knowledge and capital across national boundaries. Problems of economic infrastructure. Importance of linkage concept in resource endowment and economic development. Agricultural transformation and industrialization for developing countries.

## 7-572. International Monetary Policy

Fall, 3 credits

WILLIAM B. KELLY, JR.

Balance of payments with particular reference to United States. Problem of international liquidity and recent developments and proposals—revaluation of gold, Special Drawing Rights (SDR's), international reserve settlement account, supra-national bank. International adjustment mechanism and proposals for its reform—gold standard, adjustable peg, crawling peg, band proposal, flexible exchange rates. International Monetary Fund (IMF). Foreign investment and its effects on resource allocation, employment and international trade and payments. Multinational corporation. *Prerequisite:* Principles of Economics. This course is integrated with International Trade and Commercial Policy, but may be taken separately.

## 7-528. International Trade and Commercial Policy

Spring, 3 credits

WILLIAM B. KELLY, JR.

Classical and modern theories of international trade. Tariffs (including effective tariff rates) and nontariff barriers. Subsidies and dumping. Most-favored-nation (MFN) policies and tariff preferences for less-developed countries. International commodity agreements. Customs union theory and regional trade arrangements, particularly the European Economic Community (EEC), European Free Trade Association (EFTA), and proposals for North Atlantic Free Trade Area (NAFTA). General Agreement on Tariffs and Trade (GATT) and United States trade policy. *Prerequisite:* Principles of Economics. This course is integrated with International Monetary Policy, but may be taken separately.

## 7-532. International Marketing and National Export Expansion

Year, 3 credits each semester

WILLIAM H. TROTTER

Designed for business, trade association, and government personnel engaged in international and/or commercial affairs. Survey of fundamentals and current practices in international business, marketing, and investments. Federal and private activities and services related to National Export Expansion Program. International market promotion and development by United States and other nations in mature and developing markets. Public and private international marketing. Domestic and overseas marketing factors of research, selling, manufacturing, legal, technical, and financial for industry, consumer, and agricultural goods and services. Guest lecturers by international trade executives exploring trends and problems in foreign commerce.

## 7-503. African Society and Economics of African Development

Spring, 3 credits

CAREY B. SINGLETON, JR.

Economic position and potential for self-sustained growth of African nations. Legacy of colonial era. Mores and traditions affecting African standard of living. Geographical obstacles. Structure of African national economics. Taxes. Trade position. Effects of private investment and foreign aid. Unique infrastructure needs in transport, electric power, communications, and education.

## 7-469. Economics of Cooperative Enterprise

Fall, 3 credits

MARTIN A. ABRAHAMSEN

Analyses of cooperative principles and practices. Appraisal of economic forces leading to cooperative development. Evaluation of role of cooperatives in economy. Types of cooperatives and special legal, organizational, managerial, membership, and financial problems relating to cooperative performance.

## 7-260. Economic Geography

Spring, 3 credits

WILLIAM H. TROTTER

Economic factors, historical current, and potential of countries of world. Auxiliary factors of population explosion, political doctrines, investment climate, new materials and changing economic conditions. Inter- and intra-area dependency, common market formations, and eco-political foundation. Specialists from foreign embassies to discuss economic condition and geophysical and eco-environment of their countries.

## 7-504. Public Policy and Environmental Pollution—Seminar

Fall, 2 credits

DONALD E. NICOLL

Examination of impact of air, water, and soil pollution on man and his society. Implications of environmental pollution problems for government programs and activities. History of pollution control efforts and influence of economic, technological, and institutional factors on various public policy approaches to pollution control and abatement. Readings, papers, resource people, and discussion.

## 7-513. Economics of Outdoor Recreation—Introduction

Fall, 3 credits

WILLIAM J. HART

Non-technical introductory course in general use of economics in outdoor recreation planning and policy making. General conceptions of demand applied to such considerations as: Assigning responsibility for providing recreational opportunities and calculating outdoor recreational benefits. Methods for determining regional economic impact from outdoor recreation-tourism and economics of firms engaged in providing outdoor recreation services. *Prerequisite*: Degree in renewable natural resource management and/or extensive work in the field of outdoor recreation planning.

## 7-2. How and Why of Stock Investments I

Fall, non-credit

BERNARD WEXLER

Designed to teach the investor fundamental principles of investing in modern securities markets. All aspects of stock market operations. Investment decision-making. Correlation of broader aspects of operations of brokerage firms and members of New York Stock Exchange with what the investor should know about internal operations of stock market. Use of films to supplement lectures.

## 7-3. How and Why of Stock Investments II

Spring, non-credit

BERNARD WEXLER

Tools of analysis for individual investor and their application, including preparation of specific analyses. *Prerequisite*: How and Why of Stock Investments I, or general knowledge of securities and trading.



## Human Relations

### COMMITTEE

Norman S. Gould, *Chairman*

Lee K. Buchanan, James O. Howard, S. Eugene Long, Arthur E. Newman,  
Conrad F. Taeuber

The following courses in human relations and related areas are designed to meet a number of needs on varying levels. Some are for those who want to add to their general knowledge of social problems and processes. There are also courses for the student at the elementary undergraduate level, as well as at the specialized undergraduate and graduate level. Finally, for the mature person, there are courses that try to use the knowledge of all the social sciences in considering public issues and policy.

### 7-210. General Psychology

Fall, 3 credits. Repeated in Spring and Summer

HENRY J. DE HAAN  
NORMAN S. GOULD

First course in psychology. General processes and principles of behavior and facts on which they are based. Methods of studying psychological data. Emphasis on motivation, emotion, frustration, conflict, learning, thinking, sensing, perceiving, and personality development and measurement.

### 7-222. Psychology of Adjustment

Fall, 3 credits. Repeated in Spring

ROGER O. BRADY

Second course for beginning student in psychology. Concerned with dynamics of life adjustment, mental hygiene, and effective measures for combatting mental illness. Consideration of problems of psychopathology and modes of treatment. *Prerequisite*: General Psychology, or equivalent.

### 7-235. Introductory Social Psychology

Fall, 3 credits. Repeated in Spring

IRVING FOOTE

Review of basic psychological concepts of cognition and motivation and their use in understanding social behavior. Examination of certain aspects of social psychology including attitude, attitude change, nature and modification of prejudice, and group processes. *Prerequisite*: General Psychology, or equivalent.

### 7-446. Personnel Psychology

Fall, 3 credits. Repeated in Spring and Summer

ROGER O. BRADY

Practical applications of psychological and sociological findings to management of people at work. Vocational adjustment, motivation and job satisfaction, attitudes and morale, supervision and leadership, social class factors, and interpersonal communication. Psychological tests of ability, personality, vocational interests, and job achievement. Personnel selection, training, employment, interviewing, measurement of job performance, and organizational structure. Accidents and safety. The student takes certain psychological tests used in field of personnel psychology. Prior courses in general psychology or personnel administration helpful, but not required.

### 7-462. Educational Psychology

Summer, 2 credits

RUTH E. MYER

Current methodology in educational psychology. Creativity, emotional factors, interests, intelligence, and motivation as well as other factors operating in learning performance. Theories of learning including transfer of training, memory, discrimination learning, problem solving, thinking processes, association theory, operant conditioning, verbal behavior, and psycho-linguistics examined.



Consideration of group and individual differences in learning and performance. Characteristics of effective teachers. Special problems of the exceptional child, and remedial learning. *Prerequisites:* Prior courses in general psychology helpful, but not required.

## 7-493. Philosophy of Education

Fall, 2 credits

GEORGIO TAGLIACCOZZO

Jerome Bruner's philosophy of education in contemporary culture, with particular reference to Montessori method and to theories of Jean Piaget and *Gestalt* psychologists. Discussion, within broad cultural framework, of Bruner's books: *The Process of Education* (1960), *On Knowledge* (1962), and *Toward A Theory of Instruction* (1966)—classic statement of philosophy behind current revolution in American education.

## 7-544. Psychological Foundations of Creativity for Professional Improvement

Fall, 3 credits. Repeated in Spring

REZA ARASTEH

Deals with problem of professional persons and adults interested in self improvement. First semester: Analysis of major theoretical literature concerning nature, characteristics, process evaluation, and cultivation of creativity. Role of early experience, schooling, marriage, vocation, maturity, and friendship in creativity. Scientific and subjective literature on creativity in such fields as architecture, literature, science, and management. Second semester: Application of findings to specific situation particularly conflict between interest and profession in life of modern man. Analysis and resolution of possible conflict between marriage and sexual interests. Resolution of conflict existing between individual and social interests. Creation of situation in which the student can adopt creative approach to actualize idea in place of rational approach. Comparison of inner experience of the student with others. Development of self-confidence in order to become aware of creative process.

## [7-304.] Conditions of Personality Growth (1970-71 and alternate years)

Fall, 2 credits

EUGENE STAMMEYER

Principal factors influencing personality development. Physiological bases, early experiences, and cultural determinants. Experimental and clinical contributions to study of personality and their application to practical problems of understanding and dealing with people.

## 7-442. Personality Integration and Problems in Living

Spring, 2 credits

ALBERT C. CORNSWEET

Aspects of personality that contribute to emotional integration of the person. Global and dynamic nature of personality development. Social, economic, culture, environmental, and experimental factors in living. Contributions of variations in these factors to fluctuations in behavioral patterns and difficulties in problems of adjustment and living. Schools of thought contributing to theories of personality. Exploration of these theories as alternate means of dealing with special problems in daily living. Designed to bring about mature comprehension of behavioral variations with recognition and methods of appropriately dealing with them.

## 7-541. Improving Human Relations and Group Behavior

Fall, 2 credits. Repeated in Spring

CARL F. BAUER

Emphasis on importance of recovering personal identity and responsibility in our mass civilization. Organic experience of organized materials of the course through practice in methods, techniques, and skills of "Group Dynamics." Team method of training leaders, face-to-face analysis, free association, non-directive and developmental discussion, problem census, group decision method, informality, and interviewing.

## 6-453. Human Relations in Administration (See P. 73)

## 7-600. Readings in Human Relations

Fall, 3 credits. Repeated in Spring

MOZELLE B. KRAUS

Supervised readings with monthly conferences on topics in area of interest to the student, or individual research and paper on problem in human relations. Readings, or problem to be investigated, determined in consultation with an advisor. *Prerequisite*: Bachelor's degree, or special permission.

## [7-303.] Child and Adolescent Psychology (1970-71 and alternate years)

Spring, 2 credits

EUGENE STAMMEYER

Development of human behavior from prenatal period through adolescence in terms of processes of physical, mental, emotional, and social growth in the individual. Emphasis on interactions of total personality of child.

## 7-710. Abnormal Psychology

Spring, 3 credits

CHRIST W. KYRIAZIS

Behavior pathology as background for teachers, supervisors, and others dealing with people in effort to assist in early recognition of emotional disorders and to improve adjustment of individual in group setting. History and approaches to study of abnormal behavior. Personality development. Causative factors. Diagnostic categories of abnormal behavior. Treatment and prevention of mental illness. *Prerequisite*: General Psychology.

## 7-400. General Semantics

Fall, 2 credits

FRANK R. ELDRIDGE

How we detect meaning, evaluate it, and communicate it to others. How we may become more perceptive as observers, more effective as evaluators, and more explicit as communicators. Devices for realizing how we react to language, how we evaluate it, and how we use it to communicate. Mechanisms that cause confusion of meaning. Clarification by understanding of useful devices and theories applied as tools of analysis, evaluation, and communication.

## 7-466. General Semantics—Seminar

Spring, 2 credits

FRANK R. ELDRIDGE

Discussion of works of Korzybski. Application of his theories and analyses of written material using general semantic techniques. *Prerequisite*: General Semantics, or equivalent.

## 7-545. Counseling Techniques

Fall, 3 credits

ALBERT C. CORNSWEET

Survey of theoretical and practical aspects of techniques used in guidance and counseling. Consideration of various schools of thought as related to behavior modification. Emphasis in areas helpful to individuals in fields of counseling, teaching, personnel work, and industrial management. Problem areas and recurring situations in interpersonal relations. Current and basic techniques utilized in direct and indirect counseling methods. Modes of verbal communications. Value of interview material. Assistance to and development of skills to meet exigencies of human factor in teaching, personnel operation, counseling, and industry. Case histories. Individual contributions by students. Also designed to assist individuals to recognize and deal with problem areas in human behavior. Understanding of dynamics of human behavior pertinent in development of these counseling techniques.

## 7-547. Counseling and Behavior Modifications—Seminar

Fall, 3 credits

ALBERT C. CORNSWEET

Designed for those dealing with personnel on counseling basis where situations and problems are in constant review. Individual presentations with exploration of psychological processes and dynamics involved. Specialized discussions around significant problem areas of case material. Intensive examination of contributing factors necessitating appropriate counseling technique or techniques. Survey of literature in areas of behavioral and psychological modifications. *Prerequisite:* Personality Integration and Problems in Living, or experience in field, or special permission.

## 7-536. Psychological Tests and Measurements

Fall, 3 credits

HAROLD J. DUPUY

Administration and interpretation of tests useful in assessing the individual's performance in areas of intelligence, aptitudes, interests, personality, and attitudes. Emphasis on interpretation of scores to client. Demonstration of individual intelligence tests including Binet and Weschler. Background material to assist in understanding construction of the test, such as norms used, reliability, validity, standard scores, percentiles, coefficient of correlations, and other statistical techniques. Individual projects. *Prerequisite:* Statistics helpful, but not required.

## 7-741. Changing Human Behavior—Seminar

Fall, 2 credits. Repeated in Spring

JOSEPH J. MCPHERSON

Basic principles involved in applying what is known about ways of changing human behavior, ranging from consideration of methods of simple persuasion to use of extreme techniques of influencing thinking and behavior sometimes referred to as "brain washing." Ethical questions involved in the use of such techniques. Designed for those concerned with planning programs intended to bring about behavior changes. *Prerequisite:* Bachelor's degree or higher in education, psychology, sociology, or other aspects of social-psychological sciences, or special permission.

## 7-464. Computers in Behavioral Sciences

Spring, 3 credits

ROBERT K. WHITE

Survey of where and how of use of computers in behavioral sciences. Designed to acquaint the student with techniques and concepts of operations control, development of brain models, and employment of on- and off-line mathematical and statistical programs. Major emphasis on conceptual aspects. Negligible emphasis on programming and machine languages. No previous experience with computers assumed.

## 7-494. Research Methodology in Behavioral Sciences

Fall, 3 credits

R. S. WRIGHT

Designed for those whose work demands command of methodology and criteria of sound research and thinking lying behind it. Concerned with design and evaluation rather than statistics. Assumption made that the student has familiarity with statistical methods. Review as needed of such techniques as analysis of variance, factor analysis, and non-parametric analysis. Use of recent and ongoing research programs sponsored by National Institutes of Health as primary source of studies for discussion. Designs written by the student for comment and development. Course shaped to needs of members.

## 7-501. Brain Models

Fall, 3 credits

ROBERT K. WHITE

Survey of more important historical brain models, beginning with Greek philosophers, to gain perspective of current issues about how brain is organized and functions. Emphasis on modern attempts to identify and model brain functions during such processes as thinking, learning, perception, epilepsy, mental illness, and drug states. Comparison of types of brain models developed by engineers and mathematicians in cybernetics, general systems theory, and computer design, with those generated by philosophers, psychologists, physiologists, and electrophysiologists. Development of model of brain, integrating better ideas of various models.



## 7-538. World Population Trends and Problems

Spring, 3 credits

JACOB S. SIEGEL

Population trends and prospects in United States as compared with other areas of the world. Malthusian and subsequent theories of population growth. History of growth and distribution of world's population. Trends in fertility, mortality, and migration, and their analysis in relation to social, biological, psychological, and especially, economic factors. Relation of population growth to economic development and resources. Concept of optimum population. Aesthetic considerations in population growth. Development of national population policies. Population prospects in United States and other countries. Implications for international relations. *Prerequisites*: Training in social sciences and statistics.

## 7-749. Urbanization and Mental Health

Fall, 3 credits. Repeated in Spring

MAURY LIEBERMAN and ASSOCIATES

Consideration of mental health in urban society. Meaning of mental health in urban America. Civil disorder, its causes and aftermath. Urban cultural analysis. Role of professional in urban ghetto. New forms of health and welfare services for metropolitan areas. Role of youth groups in minority community. Role of urban research during urban crisis. *Prerequisite*: Bachelor's degree in social sciences preferred.

## 7-549. Juvenile Delinquency

Fall, 3 credits. Repeated in summer

SAMUEL A. KRAMER

Extent, nature, variation, and causes of juvenile delinquency. Individual and social liability. Biological, social, and psychological factors. Operational and theoretical effectiveness of programs and proposals for prevention, control, and abatement. Juvenile courts, clinics, probation, parole, child placement, recreation, and education. *Prerequisite*: College level course in psychology, or sociology, or special permission.

## 7-552. Racial Conflict in United States—Seminar

Fall, 3 credits. Repeated in Spring

R. S. WRIGHT

Structure and dynamics of modern racial-culture interaction problems, using interdisciplinary approach. Relevant material from anthropology, psychology, physiology, and sociology introduced against historical time-line to analyze present developments and to develop perspective for understanding of future changes. Emphasis primarily on problems of American Negro-white conflict. *Prerequisites*: College courses in anthropology, or psychology, or sociology.

## 7-554. Crime Problem

Spring, 3 credits

SAMUEL A. KRAMER

How behavior becomes criminal. Categorical risks. Basic issues in causation. Crime as business, including professional, organized, and white collar. Affiliated problems of juvenile delinquency, addiction, gambling, and prostitution. Trends in punishment, imprisonment, and substitutes. Probation and parole. Crime control and prevention. *Prerequisite*: College level course in psychology, or sociology, or special permission.

## 6-355. War Against Poverty—USA

(See P. 72)

## 7-115. Introduction to Sociology

Year, 3 credits each semester

SIDNEY WEINSTEIN

First semester: Cultural backgrounds of social life, personality, and social structure. Forms of collective behavior. Impact of groups and institutions on social behavior of man. Second semester: Sociological analysis of major problems in contemporary society. Social interaction, disorganization, change, and control. Analysis and application of social theory. Qualified students may be admitted without having taken the first semester.



## 7-640. Medical Sociology I

Fall, 3 credits

SAMUEL A. KRAMER

Impact of disease on concepts and structures of social groups. Health and illness affecting and affected by United States cultural patterns. Socio-economic conditions. Folkways. Other factors involved in recognition, availability, and acceptance of medical services through private practice, hospital, clinic, and public health activities. Social stratification and prevailing medical practices. Changing status of medical profession.

## 7-642. Medical Sociology II

Spring, 3 credits

SAMUEL A. KRAMER

Social and cultural implications of disease, including psychiatric considerations. Medical and religious aspects of health. Medical education as social process. Methods of research in medical sociology, including class or individual research projects. *Prerequisite:* Medical Sociology I, or special permission.

## 7-706. Sociological Literature—Seminar

Fall, 3 credits

DENIS F. JOHNSTON

Seminar based on readings from works of earlier and contemporary sociologists, including Durkheim, Mannheim, Merton, Parsons, Sorokin, and Weber. Relation between theory and research stressed. Designed for advanced students wishing to broaden familiarity with major contributions and underlying concepts of modern sociology. *Prerequisites:* Bachelor's degree and courses in sociology, or advanced study in closely related discipline.

## 7-265. Everyday Logic

Fall, 3 credits

JAMES M. KEYS

Practical application of rules of right reasoning to everyday situations: Newspaper editorials, magazine advertisements, staff meetings, committee reports, discussions with boss, colleague, or spouse. Traditional Aristotelian techniques (Concepts, terms, and syllogisms). Primary emphasis on logic as valuable tool in any work situation.

## 7-314. Contemporary Situation in Philosophy

Fall, 3 credits

WESLEY C. PIERSOL

Study of basic problems of man as presented in three major courants of contemporary philosophy: Existentialism (atheistic and religious), phenomenology, and analytic philosophy.

## 7-309. History of Philosophy

Spring, 3 credits

WESLEY C. PIERSOL

Study of ancient and modern philosophy as influence on modern thought. Plato to Hegel. Required and suggested readings. Term paper.

## 7-507. Phenomenological and Existential Psychology

Fall, 3 credits

WESLEY C. PIERSOL

Phenomenology of Husserl and existentialism of Kierkegaard, Heidegger, Sartre, Merleau-Ponty, and Tillich as philosophical method of understanding of man, on his own specifically human terms. Examination of individual's particular mode of consciousness in relation to his world. Intentionality. Being-in-world. Alienation. Freedom. Creativity. Dimensions of time—future, past, and present.

## 7-319. Nature in Philosophy and Religion

Fall, 3 credits. Repeated in Spring

PHILIP N. JORANSON

Understanding of nature and man-nature relations in some philosophies and religions of West and Far East. Evaluation of attitudes and concepts in terms of apparent value in undergirding ethical and

creative human relations with nature. Includes, from West: Studies of Biblical themes in light of modern knowledge, St. Francis of Assisi, some modern theologians, Teilhard de Chardin, and several Western philosophers; from Far East: Buddhism, Taoism, and Shintoism.

## 7-302. General Anthropology

Fall, 3 credits. Repeated in Spring

DONALD J. ORTNER

Survey of primate evolution and development of man, both biologically and culturally, from Stone Age to contemporary times. Emphasis on method and theory of anthropology and practical extension of theory in analysis of effects of total environment on individual.

6-250. American History to 1865 (See P. 74)

6-251. American History Since 1865 (See P. 74)

## International Relations

The courses listed below are useful for those concerned with the international position of the United States.

7-526. Introduction to International Economics (See P. 92)

7-239. Natural Resources and International Economic Development (See P. 94)

7-572. International Monetary Policy (See P. 94)

7-528. International Trade and Commercial Policy (See P. 94)

7-503. African Society and Economics of African Development (See P. 95)

7-566. Sources of Conflict and Conflict Resolution in Man, Society, and International Relations

Fall, 3 credits. Repeated in Spring

REZA ARASTEH

Based on interdisciplinary philosophy, accepting conflict as reality of human situation, but believing that man can only unfold his potentialities by meeting emerging conflicts and resolving them in terms of more comprehensive orientation. Dichotomies between individual and social interests, immediate needs and demands of maturity, liberty and historical authority, conventionality and creativity, and reality of person and perpetuity of mankind. Further means of conflict and conflict resolution: Faith, trust, mistrust, power, reason, law, economic conditions, prejudice, and healthy attitudes. *Prerequisites*: Undergraduate degree and interest in self-development and community and civic improvement.

7-542. Russia: Yesterday, Today, and Tomorrow

Fall, 3 credits. Repeated in Spring

ANTHONY F. CZAJKOWSKI

Survey of political, economic, social, and ideological forces in history of Russia, influencing current policies. Half century of Communist rule, with emphasis on Lenin's establishment of Com-

munist state, Stalin's attempts at industrialization with attendant internal dislocations. Second World War and postwar expansion. Changes in leadership and policies since death of Stalin in 1963. Required and suggested readings. Class discussion on selected topics.

## 7-499. Introduction to Modern China

Fall, 3 credits. Repeated in Spring

JOSEPH J. SIMON

Designed to familiarize the student with the historical and cultural background against which China emerged from long self-imposed isolation as modern state in international community, culminating in overthrow of Manchu dynasty and founding of Republic in 1911. Analytical as well as descriptive in presentation. Required and suggested readings.

## 7-531. Subsaharan Africa: Introduction to Peoples and Cultures

Fall, 3 credits. Repeated in Spring

PATRICK H. MECHEM

Survey of precolonial history. Races and languages. Demography and population movements. Comparative colonial policies. Traditional social, economic political, and religious systems in transition.

## 7-563. Latin American History

Fall, 3 credits

GILBERT P. RICHARDSON

Pre-Conquistadorian settlements. Discoveries. European conquests. Expansionist, independence movements in Caribbean, Central, and South American areas. Socio-political revolutionary movements. Analysis of insurgents organizing revolts. United States and Latin American relations through Second World War. Organization of American States.

## 7-557. Latin American Developments and Potentials

Spring, 3 credits

GILBERT P. RICHARDSON

Regional appraisal of Latin America in Western Hemisphere to analyze current social, economic, and political conditions. Legacy of exploitation traced from earlier days through current socio-political clashes arising from land reforms and improved transportation and communication. Political relations with United States. Various pressure points in international relations.

## 7-567. American Diplomatic History to 1900

Fall, 3 credits

JOSEPH G. WHELAN

General survey and analysis of American diplomatic history from 1775 to 1900. Review of factors influencing American attitudes in foreign affairs and formation of foreign policy. Examination of United States foreign affairs relating to war and continental expansion. Problems posed by European powers. Assertion of hemispheric leadership. Emergence as Pacific and Far Eastern power.

## 7-568. American Diplomatic History since 1900

Spring, 3 credits

JOSEPH G. WHELAN

General survey and analysis of American diplomatic history since 1900. Ascendancy of United States as world power. Development of American Pacific and Far Eastern interests. Diplomacy of First World War and aftermath. Isolationism in 1920's and 1930's. Second World War and emergence of American global diplomatic interests. Stress on period since 1945 and Cold War. Designed to create better understanding of United States role in contemporary world affairs.

## 7-20. World Politics—Study Discussion Group

Fall, non-credit. Repeated in Spring and Summer

STUART H. SWEENEY

Understanding issues and events in international arena. What causes war? State and individual. Democracy. Communism. Domination. Self-determination. Power politics and ideology. International organization and world government. Means and ends in world politics.



# Technology

## DEPARTMENTAL COMMITTEE

Francis A. Gregory, *Chairman*

Evan L. Flory, Milton A. Ford, Garnet W. Jex, Donald R. McClelland,  
Henry A. Sawchuk, G. C. Tewinkel

Many departments and agencies of the Federal Government are engaged in programs involving in varying degrees engineering techniques and professional engineers. Among these programs are housing, rural electrification, electric power development and transmission, the application of electronics to industry and transportation, soil conservation, highway planning and construction, and mapping and photogrammetry. Workers in these areas must master numerous functions that require intimate and systematic working knowledge not provided in the standard college engineering and related technical course of study.

Basically, education in engineering schools is limited by necessity and tradition to a period of four or five years. This relatively short training period is sufficient for the mastery of only a minimum of the basic sciences. There is little time for courses that give the technical student an understanding of the social and economic problems of the world around him. As a result, he often fails to appreciate the impact upon society of the advances of his profession. Technological techniques and practices are moving forward at an ever increasing rate. New developments in the sciences and engineering require the enlargement and constant reorientation of the technical background of the engineer.

The Graduate School, with the aid of representatives of Government departments and agencies and of the local chapters of engineering societies, offers courses especially adapted to the technical, professional, and administrative background of engineers in the Federal Government. Because of the competence and experience of the instructors in their respective fields, many of the courses give training in current techniques that the colleges and technical institutes cannot provide. These help the student to broaden his background, to increase his efficiency, and to develop his professional capacity.

# Engineering

## COMMITTEE

Henry A. Sawchuk, *Chairman*

James V. Bernardo, Leon H. Blumenthal, William J. Bobisch, Walter M. Carleton,  
Ferdinand Kaufholz, S. D. Keim, John H. Rixse, Jr., Hyman A. Schwartz

## CERTIFIED STATEMENT OF ACCOMPLISHMENT IN GENERAL ENGINEERING

A Certified Statement of Accomplishment in General Engineering is granted to a student who has completed an organized course of study intended to provide basic training approximately equivalent to the first two years of engineering school. Graduation from high school, or the equivalent, is the minimal educational background required. An applicant for the certified statement must file a transcript of his high school or college record before completion of the program.



Required courses: (73 semester hours)

1. Mathematics and Statistics  
College Algebra (3)  
Trigonometry and Analytic Geometry (3)  
Calculus (Differential and Integral) (6)  
Principles of Statistical Analysis (3)
2. Languages  
English Composition (3) or  
Technical Writing (2)  
Public Speaking for Beginners (2) or  
Advanced Public Speaking (2)
3. Physical Sciences  
General Chemistry (6)  
Principles of Physics (4)  
Modern Physics (2)
4. Public and Business Administration  
American National Government (3) or  
Basic Accounting—Concepts of Terminology (2)  
Introduction to Public Administration (2) or  
Legislative Process (2)  
Principles and Practices of Management (2)
5. Engineering  
Analytical Mechanics (Statics and Dynamics) (3)  
Engineering Applications of Digital Computers (3)  
Engineering Economics (3)  
Engineering Mathematics (4)  
Engineering Reliability (2)  
Fundamentals of Digital Computer Design (3)  
Principles of Electricity (including electronics) (4)  
Principles of Specifications (2)
6. Subject-Matter Electives: (12 credits)

These remaining credits may be selected from more specialized engineering courses or other approved courses.

*A student seeking this certified statement should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. Equivalent courses will be accepted by transfer from other institutions.*

## 8-92. Review of Engineering Fundamentals for P. E. Examination

Fall, non-credit. Repeated in Spring

JOHN H. RIXSE, JR.

Refresher course in basic sciences and engineering principles intended to assist in preparation for basic portions of District of Columbia Professional Engineer's License Examination (not specific branches of engineering). Covers elements of strength of materials, structures, fluid mechanics, mechanical engineering, electrical engineering and engineering economics. *Prerequisite:* Preferred, those qualified to take the examination. Must be taken for credit.

## 8-93. Civil Engineering Review for P. E. Examination

Fall, non-credit. Repeated in Spring

FRANK D. SEARS

Refresher course for candidate preparing for Professional Engineer's License Examination in field of civil engineering. Covers solution of practical problems in foundations, highways, hydraulics, and steel and concrete structures. *Prerequisite:* Preferred, those qualified to take the examination.

## 8-95. Electrical Engineering Review for P. E. Examination

Fall, non-credit. Repeated in Spring J. J. A. JESSEL, CLEVE R. JACOBSEN, and NORMAN JOFFE

Refresher course for the student preparing for the D. C. Professional Engineer's License Examination in field of electrical engineering with emphasis on power. Solutions of practical problems. *Prerequisite*: Preferred, those qualified to take the examination.

## 8-98. Mechanical Engineering Review for P. E. Examination

Fall, non-credit

BRIAN R. JESSOP

Refresher course for candidates preparing for Professional Engineer's License Examination in field of mechanical engineering. Emphasis on solution of advanced problems in fields of air conditioning, economics, engineering, hydraulics, mechanics, power applications, and structures. *Prerequisite*: Preferred, those qualified to take the examination.

## 8-110. Principles of Electricity

Year, 2 credits each semester

DAVID ASKEGAARD

Basic principles of direct- and alternating-current generation. Distribution and utilization in lighting, power and communications, including introduction to electronics. Topics in mathematics needed in course, including use of slide rule (required), elementary trigonometry, logarithms, and some algebra including simultaneous equations.

## 8-443. Analytical Mechanics I: Statics and Dynamics

Fall, 3 credits

JOHN G. VINER

Rigid bodies in equilibrium under action of forces and couples. Principles of kinematics and kinetics of particles and rigid bodies. Plane motion, work and energy, and impulse-momentum relations. *Prerequisite*: Differential calculus, or special permission.

## 8-444. Analytical Mechanics II: Strength of Materials

Spring, 3 credits

JOHN G. VINER

Stress and strain in beams, columns, and torsional members. Continuous beams. Problems in combined stress. Inelastic behavior. Special topics as time permits. *Prerequisites*: Analytical Mechanics I and differential calculus, or special permission.

## 8-725. Power System Analysis

Year, 3 credits each semester

BENJAMIN F. SLINGLUFF

Designed to provide engineers in field of power systems engineering with information and methods required to analyze power system during system disturbances. Symmetrical components. Complex numbers. Phasors. Polarity. Per unit system. A.C. and D.C. calculating boards. Constants of synchronous machines, transformers, transmission lines (overhead and underground). Instrument transformers. Protective relays. Pilot protection—microwave, carrier, and wire. System stability. Reclosing. Synchronizing. Power system voltages and currents under fault conditions. Protection of generators, motors, transformers, transmission lines, busses, and customer installations. *Prerequisites*: Degree in engineering, or equivalent experience in power installations, with interest in analysis and protection of power systems during system disturbances.

## [8-715.] Electric Power Transmission (1970-71 and alternate years)

Year, 3 credits each semester

JOHN G. HIEBER and Associates

Electrical and mechanical design of power transmission lines. System performance. Fault analysis. Stability. Transients. Interconnections. Lightning. Insulation. Grounding safety

standards. Relaying and circuit protection. Substation and terminal facilities. Communications and control systems. Materials and hardware. Economics and reliability. Plan and profile. Construction, operation, and maintenance. D. C. transmission and E.H.V. *Prerequisites*: Engineering degree, or equivalent experience, preferably including basic courses in electrical engineering.

## 8-465. Fundamentals of Electronics

Year, 3 credits each semester

JOHN J. CULLINANE

Analytical presentation of principles of electronics. First semester: Electron flow in solids, emission, diodes, P-N junctions. Fundamental principles of transistors and vacuum tubes. Circuit analysis involving linear, passive components. Characteristics of resonant circuits, transformers, transmission lines, antennas. Voltage amplification, untuned and tuned amplifiers. Second semester: Feedback in amplifiers, Class A, B, and C power amplifiers. Rectifiers and power supplies. Sine wave oscillators. Amplitude modulation and detection. Frequency modulation. Transmitters. Receivers including superheterodyne. Basic pulse circuits. *Prerequisites*: Mathematics for applied electricity and Principles of Electricity, or college level courses in DC and AC circuits, college algebra and trigonometry. Calculus help, but not required.

## 8-525. Transistor Electronics

Year, 3 credits each semester

OWEN B. LAUG

First semester: Semiconductors and p-n junctions. Transistor construction and characteristics. Small-signal equivalent circuits. Bias stability and thermal considerations. Low frequency and power amplifiers. Second semester: High frequency amplifiers. Noise models. Large-signal equivalent circuits. Transient and steady-state response. Transistors as switches. Logic circuit analysis. *Prerequisites*: Fundamentals of Electronics and mathematics through calculus.

## 8-485. Evaluation of Electric Power Interconnections—Seminar

Fall, 3 credits

JEROME K. DELSON

Fundamental economic principles as applied to operating and planning electric power systems. Economic evaluation of power system reliability. Theory of marginal cost pricing. *Prerequisite*: Bachelor's degree in engineering or economics.

## 8-711. Servomechanisms

Fall, 3 credits

JAMES W. TITUS

Basic theory of linear feedback control and methods for analysis and design of practical systems. Introduction to use of LaPlace transform. Transfer functions of major classes of components. Transient analysis. Stability criteria. Analysis of system performance emphasizing use of Bode diagrams and root locus method. Choice of parameters to obtain required system performance. *Prerequisite*: Bachelor's degree in engineering or physics, or special permission.

## 8-407. Radar Systems Engineering

Fall, 2 credits

WILLIAM F. TRISLER

Principal components of radar systems. Interrelations of various parameters that affect radar range. Survey of various types of radar systems. Applicability of these to perform particular tasks. *Prerequisite*: Bachelor's degree in engineering or physical sciences, or equivalent professional experience.



## 8-690. Nuclear Reactors

Fall, 2 credits

FRED SCHULMAN

Nuclear physics review. Reactor physics. Radioactivity. Types of reactors. Elementary design considerations. Properties of materials related to reactor technology. Biological effects of radiation. Reprocessing of fuels. United States and foreign reactor programs. *Prerequisite*: Bachelor's degree in science or engineering, or special permission.

## 8-405. Principles of Specifications

Fall, 2 credits

BENJAMIN ROSENZWEIG

Principles underlying Government specifications systems. Survey of procurement documents and their purposes. Organization of specifications for form, clarity, and effectiveness. Evolution and ramifications of specifications with regard to research and development. Legal and contractual relations. Proprietary items. Government inspection. Division of specifications into performance and formulation types. Standardization and industry coordination. *Prerequisite*: Knowledge of procurement, inspection, research, and development processes, or specification writing.

## 8-311. Naval Architecture and Marine Engineering

Year, 3 credits each semester

ROBERT L. WARTERS

First semester: Lines and offsets, areas, moments, and volumes. Curves of form. Metacentric height and stability. Floodable length. Waves and their effects on ships. Resistance and model testing. Second semester: Selection of plant type. Steam plants, Diesel plants. Gas turbine plants. Combined plants. Shafting and propellers. Marine electrical engineering. *Prerequisites*: High school algebra, geometry, and trigonometry.

## 8-685. Engineering Applications of Digital Computers

Fall, 3 credits. Repeated in Spring

ROBERT S. SMITH

Discussion of types of computing machinery available. Evolution of programming systems as pertaining to engineering applications. Feasibility testing and organization of problems for computer solution. Digital computer methods illustrated with examples taken from various fields of engineering. *Prerequisite*: Bachelor's degree in physical sciences, or comparable experience in field. No computing experience required.

## 8-730. Introduction to Systems Engineering

Fall, 2 credits. Repeated in Spring

EDWARD M. YANIS

Designed to provide engineer, technical administrator, or manager aspiring to be member of system-design team sufficient technical background to aid him in his job. Intended to weld many sciences together, present central problem, functions and languages of these sciences, and to furnish practical information on functioning of system-design team. Twelve tools of system design: Probability, mathematical statistics, computing, system logic, queueing theory, game theory, linear programming, cybernetics, group dynamics simulation, information theory, servomechanism theory, and human engineering. *Prerequisite*: Degree in engineering or physics, or special permission.

## 8-474. Engineering Economics

Fall, 3 credits. Repeated in Spring

ROBERT BLUM

Comparison of economic merit of engineering alternatives. Methods applied in various industries and in Federal Government. Present worth, discounted cash flow, payout, and other techniques. Sunk, fixed, and incremental costs. Depreciation and equipment replacement studies. Income taxes in project analysis. Effect of uncertainty in cost and revenue projections. *Prerequisite*: High school algebra desirable.



## 8-712. Engineering Economic Analysis—Advanced Seminar

Spring, 3 credits

JEROME K. DELSON

Advanced principles of engineering economics. Applications of engineering economics principles to different types of engineering projects through use of case studies. *Prerequisite*: Engineering Economics, or equivalent.

## 8-406. Engineering Mathematics

Fall, 4 credits. Repeated in Spring

ALAN O. PLAITT

Designed to provide the engineering student with awareness of mathematical methods useful for application to engineering problems. Introduction to advanced topics for the student who wishes to go further. Material includes matrices and determinants, differential equations, partial differential equations, vector analysis, complex variables, Bessel functions, Legendre polynomials, Gamma function, Fourier analysis, Laplace transform, and function integrals, as time permits. *Prerequisites*: Differential and integral calculus.

## 3-546. Application of Differential Equations to Engineering Theory (See P. 41)

## 8-695. Engineering Reliability

Year, 2 credits each semester

H. WALTER PRICE

Designed for the engineer desiring to acquire comprehension of reliability concepts and to develop working knowledge of reliability techniques. Basic probability and statistics pertaining to reliability. Failure, survival, and failure rate functions. Exponential distribution. Weibull distribution. Gamma distribution. Evolutionary or response-surface techniques. Stress domains. Reliability effects of temperature, shock, vibration, humidity, and electrical stresses. System reliability. Probabilistic environmental-encounter and use-encounter analyses. Design parameter analysis. Design reliability. Specification reliability index analysis. Circuit reliability analysis. Reliability of parallel circuits. Mean-life of parallel elements. Probe test. Manufacturing reliability. Life-testing. Accelerated life-testing. Type B value engineering. Economic decision method. Maintainability. Optimum search techniques. Optimum module size. Availability. Logistics. Use of models and games to illustrate concepts. Solution of simulated reliability problems in class. Discussion of specific reliability problems submitted by students. *Prerequisite*: Degree in engineering, or special permission.

## 8-710. Steam Power Plants

Year, 3 credits each semester

INSTRUCTOR TO BE ANNOUNCED

Design and construction of modern-day steam power plant and associated operations. Maintenance and economic considerations. Emphasis on present and future power generation requirements. Unit design. Plant design. Fuels. Steam generators and auxiliary equipment and specific fuel applications. Piping design fabrication and layout. Water technology. Turbine generators and auxiliary and control equipment. Electrical systems and equipment including protection. Control and information handling systems, including data logging. Power plant auxiliary equipment such as condensers, heat exchangers, and pumps. Standards. Operations. Engineering supervision, inspection, and performance testing. *Prerequisites*: Engineering degree or equivalent experience, preferably including basic course in thermodynamics.

## 8-714. Heating, Ventilating, and Air Conditioning

Fall, 3 credits. Repeated in Spring

GERALD M. HOLLANDER

Study of factors contributing to heat gain and heat loss in buildings. Psychometric principles. Comfort conditions. Heating systems. Air flow. Fans. Fan laws. Duct systems. Cooling, dehumidification, and refrigeration systems. Piping. Zoning and controls. Principles of design and system selection. System components including refrigeration side, air side, and heat rejection equipment. Problems developing during construction and balance and test period. *Prerequisite*: Engineering degree, or equivalent experience.

## 8-720. Site Selection and Engineering

Fall, 2 credits

HAROLD A. WEGGEL

Basic theory and general principles of civil engineering relating to site development. Solution of siting problems encountered on air bases, hydro projects, steam electric power plants, industrial buildings, and steel and reinforced concrete structures. Special studies of substructures, mats, pile foundations, and underground construction, such as tunnels. *Prerequisite*: B.S. in Civil Engineering, or practice in construction field.

## 8-348. Introduction to Urban-Regional Planning

Fall, 3 credits

PAUL B. BRACE

Study of man in shaping his physical settlements as part of his whole environment. To assist the student to become a better informed citizen, to aid his work in collateral professions, or to better fit him to assume active civic responsibilities. Introduction of historical material, technical concepts, and theories although not history of urban-regional planning. Not a technical course.

## 8-697. Highway Location and Design

Fall, 3 credits

FOREST H. GREEN

Basic principles of highway location, including recognition of topographic and cultural influences and application of road-use analyses. Use of airphoto interpretation methods, photogrammetry, and ground-reconnaissance surveys. Development of curvilinear alignments. Development and general application of geometric design standards, with special emphasis on freeway design. *Prerequisite*: Degree in civil engineering, or special permission.

## 8-698. Traffic Planning and Operations

Spring, 3 credits

FOREST H. GREEN

Urban traffic patterns. Traffic surveys and traffic volume predictions. Traffic assignment to proposed facilities and development of design volumes. Principles of traffic operations, including use of one-way streets, signals, and local improvements. Organization and operation of traffic engineering departments. *Prerequisite*: Degree in civil engineering, or special permission.

## 8-735. Ultimate Design in Concrete and Plastic Design in Steel

Fall, 3 credits. Repeated in Spring

ROBERT L. NICKERSON and FRANK D. SEARS

Designed to acquaint structural engineers with theory and design procedures used in ultimate strength concept of concrete design and plastic design concept in structural steel. Half of course concerned with concrete and half with structural steel. *Prerequisite*: Degree in civil engineering, or special permission.

## 8-488. Federal Government and Electric Power

Fall, 3 credits

MILTON A. CHASE

Examination of changing role of various agencies of Federal Government in field of electric power. Analysis of recent important developments, such as increased emphasis upon reliability and proposed Federal legislation. Impact of conservationist views on hydroelectric projects. Problems of air and stream pollution. Significance of these and other technological developments on power industry and government policies.

5-745. Principles of Masers and Lasers (See P. 64)

6-507. Governing Science and Technology (See P. 73)

## Surveying and Mapping

### COMMITTEE

G. C. Tewinkel, *Chairman*

William J. Blackburn, III, D. A. Bucci, John W. Cain, James M. Cultice, Walter S. Dix, James P. Fondren, S. J. Friedman, Leon J. Kosofsky, W. R. Nunn, Jr., Rupert B. Southard, Jr., Charles A. Whitten, Marshall S. Wright, Jr.

The field of transportation, whether by land, sea, or air presupposes the existence of navigational charts based on accurate geodetic surveys. The planning and construction of our public roads system, as well as pipe lines, transmission lines, and canals, are based on accurately prepared engineering plans. These depict the surface of the ground in three dimensions and contain all the surface and subsurface information that affects the economy of the operations. The reliability of charts and plans relates to probability, statistics, error analyses, and sampling to maintain the cost and accuracy of the plan in proper balance with the total cost of the facility.

Satellites offer a new method for geodesicists to determine the actual shape of the earth. Electronics offers new systems for distance measurement and new vistas of automation. Photogrammetry offers a modern tool for expediting topographic mapping. Cartography recognizes modern navigational needs by altering the appearance of its products to conform to new speeds, new instruments, and new vehicles. All these topics relate to applied physics and mathematics. A proper understanding of these ideas is important in the relationship of the specific function of a map-maker to the total field. The following curriculum is designed to assist the inquisitive map-maker in acquiring this understanding.

### CERTIFIED STATEMENTS OF ACCOMPLISHMENT IN SURVEYING AND MAPPING

Certified Statements of Accomplishment in Surveying and Mapping are granted to the undergraduate and advanced student who complete organized courses of study intended to provide basic training for responsible work in surveying and mapping.

#### *Certified Statement of Accomplishment--Undergraduate*

The program leading to the Undergraduate Certified Statement of Accomplishment in Surveying and Mapping provides training approximately equivalent to that gained from a year of technical college work. Graduation from high school is the minimal educational background required, but some college work is desirable.

#### Requirements (30 credits)

##### 1. Required prerequisite courses:

College algebra  
Trigonometry

##### 2. 25 semester hours of credit with a grade of C or better in each of the following courses:

Aerial Photographic Interpretation (3)  
Applications of Mathematics to Surveying and Mapping (3)  
Basic Photogrammetry I (3)  
Basic Photogrammetry II (3)



Cartographic Techniques and Map Reproduction (2)

Cartography I (3)

Elementary Surveying (3)

Map Projections and Grid Systems (2)

Topographic Surveying (3)

3. 5 semester hours of credit with a grade of C or better in courses selected from related electives listed under the Advanced Certified Statement of Accomplishment.

*Certified Statement of Accomplishment—Advanced*

The program leading to the Advanced Certified Statement of Accomplishment in Surveying and Mapping provides training at least at the level of the master's degree. Although neither certified statement requires any specified work at the college level, the student is reminded that completion of courses in the broader and nontechnical subjects integral to the standard college curriculum is an important part of his general preparation for responsible work in this profession.

**Requirements (30 credits)**

1. Required prerequisite courses:

College algebra

Trigonometry

Analytic geometry

Calculus

2. 21 semester hours of credit with a grade of B or better in each of the following courses:

Advanced Photogrammetry I (3)

Advanced Photogrammetry II (3)

Applied Cartography (2)

Astronomy for Engineers (3)

Computation and Adjustment of Geodetic Observations (3)

Geodetic Surveying (3)

Editing Technical Manuscripts (2)

Official Writing or Technical Writing (2)

3. 9 semester hours of credit with a grade of B or better selected from the following related electives, or 17 semester hours if both certified statements are received.

Advanced Aerial Photographic Interpretation (3)

Applied Electronic Theory (6)

General Geology (3)

General Meteorology (3)

General Oceanography (2)

Historical Geology (3)

Maps and Charts (2)

Official Writing (Undergraduate only) (2)

Route Surveying (3)

Theory of Errors (3)

*Equivalent courses will be accepted by transfer from other colleges and universities. An applicant for either certified statement must file a transcript of his high school or college record before completion of his program.*



## Surveying

## 8-132. Introduction to Geodesy

Fall, 2 credits

CHARLES A. WHITTEN

Series of lectures designed to acquaint the student with many general topics involved in geodesy and the space age, with particular emphasis on modern thinking and methods. Use of mathematics minimized to fit capabilities of a particular class. Nevertheless, mathematical principles through trigonometry desirable and helpful. Topics include: Some elements of plane and spherical trigonometry. Figure of earth. Principles of motion and gravity. Triangulation, trilateration, geodetic leveling, gravimetry, astronomic observations, azimuth, and earth magnetism. Geodetic datums. Solar eclipses. Geodetic satellites. Some geometric problems encountered in lunar mapping, instruments, and methods.

## 8-135. Elementary Surveying (1969-70 and alternate years)

Fall, 3 credits

WILLIAM J. BLACKBURN, III

Use of transit, level, compass, and accessory equipment. Adjustment of instruments. Field methods of transit-and-tape traverse and engineers' leveling (differential and profile). Computations connected with above including adjustment of traverses by compass and transit rules. Computation of latitudes, departures, and areas. Lectures, classroom work, and field work. *Prerequisite*: Plane trigonometry.

## 8-204. Ground Methods of Topographic Surveying (1969-70 and every third year)

Spring, 3 credits

WILLIAM J. BLACKBURN, III

Stadia method. Mapping with transit. Plane table mapping. Plane table triangulation and special problems. Methods and practices in map construction. *Prerequisite*: Elementary Surveying.

## [8-215.] Route Surveying (1970-71 and every third year)

Fall, 3 credits

WILLIAM J. BLACKBURN, III

Theory and practice of surveying for railroads, highways, and canals. Preliminary and location surveys, cross sections, earthwork quantities, and transition spirals. Lectures, classrooms, and field work. *Prerequisites*: Elementary Surveying and plane trigonometry.

## [8-217.] Astronomy for Engineers (1970-71 and every third year)

Spring, 3 credits

WILLIAM J. BLACKBURN, III

Fundamentals of circular systems. Basis of determination of time, longitude, latitude, and azimuth. Use of instrumental equipment. *Prerequisite*: Elementary Surveying.

## 8-210. Practical Astronomy

Spring, 2 credits

ARMANDO MANCINI

Elements of celestial sphere. Atmospheric refraction. Meridian circle. Planetary motions. Sidereal time. Aberration. Parallax. Precession and nutation. Proper notions of stars. Astronomic photography. *Prerequisite*: Plane trigonometry.

### [8-218.] Geodetic Surveying (1971-72 and every third year)

Fall, 3 credits

WILLIAM J. BLACKBURN, III

Theory and practice of first- and second-order triangulation, traverse, and leveling. Use of base-line equipment, repeating and direction theodolites, and geodetic leveling equipment. Field computations necessary to insure accuracy of observations. *Prerequisite:* Elementary Surveying, or special permission.

### [8-219.] Computation and Adjustment of Geodetic Observations (1971-72 and every third year)

Spring, 3 credits

WILLIAM J. BLACKBURN, III

Office procedures in final computation and adjustment of field observations introduced in Geodetic Surveying. Least square approach to adjustment of networks of traverse and leveling and simple triangulation figures. *Prerequisite:* Geodetic Surveying, or equivalent, or special permission.

## Photogrammetry

### 8-120. Introduction to Photogrammetry

Fall, 2 credits

RUPERT B. SOUTHARD, JR.

Lectures and demonstrations in simple terms. General knowledge of photogrammetry: History, simple optics, fundamental photographic principles, types of aerial cameras, accessories, and photographic aircraft. Topographic mapping by photogrammetry, photointerpretation, geodetic control requirements for photogrammetry, extension techniques for control, and basic instrumentation for photogrammetry. Current developments and future aspects of photogrammetric science.

### 8-251. Basic Photogrammetry I

Fall, 3 credits

DEAN T. EDSON and ROY R. MULLEN

Basic theory of photogrammetry. Elements of photogrammetric optics. Geometry of aerial photographs. Aerial cameras and accessories. Elements, instrumentation, and materials of photography. Principles of flight planning. Field surveys for photogrammetry. Radial line methods for control extension and plotting. Stereoscopy and parallax. Mosaics and photointerpretation. *Prerequisite:* Training in engineering, or aerial photography, or geology, or forestry, or geography.

### 8-252. Basic Photogrammetry II

Spring, 3 credits

DEAN T. EDSON and ROY R. MULLEN

Continuation of basic photogrammetric theory and practice. Geometry of tilted photographs. Principles of stereophotogrammetry. Theory and design of stereoscopic plotting instruments. Photogrammetric control extension techniques. Stereoplotting. Techniques for oblique photogrammetry. Current developments in photogrammetry. Future trends. *Prerequisite:* Basic Photogrammetry I, or equivalent.

### 8-480. Advanced Photogrammetry I

Fall, 3 credits

MORTON KELLER

Statistics for photogrammetry: Method of least squares, elementary sampling theory. Elements of matrix algebra. Principles of FORTRAN programming for digital computers. Introduction to analytical photogrammetry. Correction of image coordinates for systematic errors. Formulation for analytic photogrammetry: Rotational elements and development of universal (resection) formulas. *Prerequisite:* Basic Photogrammetry II and first semester of Calculus, or equivalent.

## 8-481. Advanced Photogrammetry II

Spring, 3 credits

MORTON KELLER

Analytic relative orientation. Computational strip adjustment. Secant plane coordinate transformation. Resection. Simultaneous least squares orientation for large blocks. Object intersection. *Prerequisite*: Advanced Photogrammetry I.

## 8-208. Aerial Photographic Interpretation

Fall, 3 credits

THOMAS C. CHISNELL

Principles, techniques, and applications of aerial photographic interpretations. History, concepts, types of aerial photographs, principles, techniques, and applications. Study, and use in various fields, of aerial photographs as source of detailed natural and cultural information. *Prerequisite*: General background in one of the following—surveying and mapping, cartography, geography, geology, forestry, agriculture, architecture, or allied engineering fields.

## 8-408. Advanced Aerial Photographic Interpretation

Spring, 3 credits

THOMAS C. CHISNELL

Seminar on application of aerial photographic interpretation to specialized technical fields, such as forest, range, and wildlife management. Agricultural soil, engineering soil, and vegetation surveys. Geology and petroleum geology. Population census in rural and urban areas. *Prerequisite*: Basic training in aerial photographic interpretation. Training in forestry, range management, wildlife management, agriculture, ecology, geography, geology, or engineering desirable.

## 8-414. Lunar and Planetary Photography and Photogrammetry

Fall, 2 credits

LEON J. KOSOFSKY

First half of semester: Special circumstances governing acquisition of lunar and planetary photography. Orbital tracks in relation to coverage, scale, and solar illumination requirements. Attitude control. Image motion compensation. Place of film in relation to other stories media. Readout and transmission of photographs. Second half: Special problems encountered in recovering geometry of telemetered photography. Coordinate transformations and selected methods available for solving photogrammetric applications of lunar and planetary photography.

## 3-508. Theory of Errors

(See P. 41)

## Cartography

## 8-125. Cartography I

Fall, 3 credits. Repeated in Spring

WILLIAM A. FOSTER

Designed for layman, beginner, technician, and cartographer working solely in specialized facet of cartography. Introduction to all phases of broad field of cartography in simple terms. History of maps. Size and shape of earth. Common projections. Elementary plane and geodetic surveying. Topography. Hydrography and bathymetry. Photogrammetry. Oceanography. Classification. Evaluation, compilation, construction, and revision of maps and charts. Methods and techniques of reproduction. Surveying by electronic methods. Course can be utilized by technicians as partial requirement for cartographer rating.

## 2-114. Maps and Charts

(See P. 31)



## 8-240. Cartographic Techniques and Map Reproduction

Fall, 2 credits. Repeated in Spring

ANTHONY S. BASILE

Factors, commensurate with scale, to be considered before designing a chart or map for reproduction. Selection of reproduction process. Shaping of job for selected process. Reproduction support during the compilation stage. Types of line and half tone copy. Types of media used for line, half tone, and scribed originals. Color separations. Relief techniques. Reproduction techniques utilized in correcting chart/map to date. Cartographic typography. Photolithography, letter press, gravure, ozalid, and photogelatin processes, including historical background. Demonstrations of cartographic and reproduction techniques utilized by U. S. Naval Oceanographic Office, Coast and Geodetic Survey, Army Map Service, U. S. Geological Survey, and National Geographic Society, including historical background. Estimating man-hour costs. *Prerequisite:* Cartography I, or special permission.

## 8-226. Applications of Mathematics to Surveying and Mapping

Fall, 3 credits

CHARLES E. COOK

Designed to train the student in applying many principles of mathematics to surveying and photogrammetry. Access to desk calculator highly recommended because of exercises involved. Subjects: Distance and direction. Traverse and triangle computations. Geodetic and plane coordinates. Line slope and tangent formulas. Elementary application of solid analytic geometry and differential calculus. Spherical trigonometry. Least squares routine. Elementary matrix algebra operations. *Prerequisites:* College Algebra and Trigonometry.

## 8-223. Map Projections and Grid Systems

Fall, 2 credits. Repeated in Spring

ANTHONY S. BASILE

Designed for cartographers and map research or intelligence specialists. Basic principles, computations and layout methods, definitions, classifications, characteristics, and identification methods. Coordination of systems in present day use, including rectangular, broad area, and true military grid and applications of programming to cartography. Plotting and constructing map projections and grid systems by automated techniques. Methods of displaying shoreline and plotting date on any type map projection by ADP.

## 8-426. Applied Cartography

Spring, 2 credits

ROBERT B. MERCREADY

Examination of cartographic principles of map projections, grid systems, symbolization, relief portrayal, statistical representation, and source materials according to requirements of United States Government mapping programs and those of selected foreign governments and private companies. Classroom projects and field trips to government and private cartographic installations. *Prerequisite:* Cartography I, or practical experience in mapping field.

## 5-414. Celestial Navigation

(See P. 67)

## Fine and Applied Arts

### COMMITTEE

Donald R. McClelland, *Chairman*

Sadye F. Adelson, Garnet W. Jex (*Vice-chairman*), Anita J. Laird, George E. Muth, James A. Porter, Leonard C. Rennie, Wolf Von Eckhardt, Karel Yasko

The courses offered in the fine and applied arts are of general interest.

### CERTIFIED STATEMENT OF ACCOMPLISHMENT IN THE GRAPHIC ARTS

A Certified Statement of Accomplishment in the Graphic Arts is granted to a student who has completed an organized course of study designed to provide basic train-



ing in this field. The student may concentrate in a specialized area: Exhibit, layout, illustration, or some other area of the graphic arts. Graduation from high school, or the equivalent, is the minimal educational background required. An applicant for the certified statement must file a transcript of his high school or college record before completion of his program.

#### Requirements

1. Ability to meet problems of visual communications with creative and practical graphic solutions. This requirement can be demonstrated by taking appropriate courses listed under the electives.
2. 20 semester hours of credit with an average grade of B or better in the following courses:
  - a. Required courses (16 credits)
    - Graphic Arts in Federal Government (4)
    - Art, Layout, and Design for Reproduction (2)
    - Creative Illustration (2)
    - Design in Visual Communication (2)
    - Dimensional Design (2)
    - Layout in Visual Communication (2)
    - Printing, Layout, and Design (2)
  - b. Electives (4 credits)
    - Anatomy of Creative Art (2)
    - Cartography I (2)
    - Creative Expression from Life (2)
    - Creative Photography through Composition I (2)
    - Introduction to Creative Expression (2)
    - Life Sketching (2)
    - Modern Art (2)
    - Modern Supervisory Practice (2)
    - Oil Painting (2)
    - Pencil Sketching and Water Color Painting (2)
    - Portrait Painting in Oil (2)
    - Photojournalism (2)
    - Sculpture (2)
    - Survey of Lithography (3)
    - Writing for Audio-Visual Communication (2)

Other courses may be approved depending upon the needs of the student, particularly in a subject-matter area.

*A student seeking this certified statement should consult with the Registrar and obtain approval of his proposed course of study early in his academic program. Equivalent courses will be accepted by transfer from other institutions.*

#### Fine Arts

### 8-320. Pencil Sketching and Water Color Painting

Fall, 2 credits. Repeated in Spring and Summer

JAMES V. CUPOLI

Informal course in theory and practice of pencil sketching and ways and means of water color. Demonstration in both media. The student may use either or both media. For the beginning and advanced student.

### 8-351. Oil Painting

Fall, 2 credits. Repeated in Spring

JAMES V. CUPOLI

Still life and landscape painting. Oil and acrylic painting. Demonstrations in both media. For the beginning and advanced student.

## 8-332. Introduction to Creative Expression

Fall, 2 credits

DUANE A. McKENNA

For the student without previous art training who seeks personal enrichment or pleasure of self-expression through art.

## 8-321. Creative Expression from Life

Spring, 2 credits

DUANE A. McKENNA

Sketching for practical skill and pleasure in many media, according to needs and desires of the student. Emphasis on sketching from nature. Outside observations and field trips supplement work from model. *Prerequisite*: Basic drawing, or equivalent.

## 8-323. Portrait Painting in Oil

Fall, 2 credits. Repeated in Spring

PIETRO LAZZARI

Professional methods of painting oil portraits incorporating basic techniques of old masters and spirit of modern art. Sketching, line composition, and light arrangement. Color, theory, and technique of painting in oil. All work from life. *Prerequisite*: Desire to do portrait painting. No experience required.

## 8-338. Life Sketching

Fall, 2 credits. Repeated in Spring

JAMES V. CUPOLI

Life and figure sketching of human figure. Painting of figure for the beginning and advanced student.

## 8-355. Creative Painting

Fall, 2 credits. Repeated in Spring

BENJAMIN ABRAMOWITZ

Workshop stressing individual work for the student at each stage of development. Direction in organizing natural and imaginative forms, with emphasis on expressive possibilities of color and composition. Orientation in contemporary painting techniques. Discussions, analysis, and demonstrations leading to development of critical values. Preparation, care, and use of materials. Framing and exhibition procedures. Indoor and outdoor painting sessions. No previous training necessary.

## 8-366. Anatomy of Creative Art

Fall, 2 credits. Repeated in Spring

ABNER B. COHEN

Lecture analysis and workshop development of pertinent components of creative design. Cogent elements revealed in works of classic, modern, and contemporary artists. As basic concept is mastered, the student creates progressive aesthetic motifs in line, tone, and color, and learns to paint expressions in realistic, abstract, or contemporary techniques. Workshop and home assignments given individual criticism and direction. *Prerequisite*: Active interest in art development.

## 8-371. Sculpture

Fall, 2 credits. Repeated in Spring

JUAN DOWNEY

Fundamentals of sculpture. Three-dimensional composition exercises. Analysis of volume and space through use of plaster, plywood, wire, wire screen, concrete, and electricity. Basic equipment provided.

## 8-333. Art Appreciation

Fall, 3 credits. Repeated in Summer

EDWARD R. BROHEL

Basic fundamentals. Line. Color. Composition.

## 8-347. Ancient Art

Fall, 3 credits

PAUL J. CONNOR, JR.

Designed to increase perception of works of art, to encourage intelligent investigation of means of artistic expression, and to provide historical perspective for understanding of achievements of Western architects, sculptors, and painters from ancient times to medieval era.

## 8-367. Western Art

Spring, 3 credits

PAUL J. CONNOR, JR.

European painting, sculpture, and architecture from medieval times to post-Revolution in France. Renaissance art in Italy and Northern Europe. Art of Baroque and eighteenth century art.

## 8-368. Beginnings of Modern Art

Fall, 3 credits

ELIZABETH B. NIGHTLINGER

Nineteenth and early twentieth century European.

## 8-369. Contemporary Art: Its Sources

Spring, 3 credits. Repeated in Summer

ELIZABETH B. NIGHTLINGER

1914 to present.

## 8-336. American Art

Spring, 3 credits

PENELOPE C. STARR

American art from colonial times to present. Emphasis on painting, with some attention to sculpture, architecture, photography, and folk art. *Prerequisite*: Survey of art course desirable, but not essential.

## 8-353. History of Architecture

Year, 3 credits each semester

LINDA VAN SWEDEN

Study of development of Western architecture to familiarize the student with specific building types, general period with which associated, and methods of construction relating to physical appearance of architectural styles. First semester: Chronological survey of history of architecture beginning with Egyptian, Greek, and Roman types and leading to Byzantine, Romanesque, Gothic, Renaissance, and Baroque periods. Second semester: Architectural developments since Industrial Revolution, including study of United States as well as European contributions to present-day building forms. Discussion of introduction of cast iron construction, balloon framing, and reinforced concrete constructions and architects who used them. *First semester not prerequisite for second.*

## 8-354. Problems in Contemporary Urban Development

Fall, 3 credits. Repeated in Spring

LINDA VAN SWEDEN

Social and physical growth of cities since 1800. Emphasis on problems created by industrial revolution in nineteenth century. Coketowns, garden cities, twentieth century suburbia, megalopolis, and planned new towns. Prediction of future urban patterns within United States.

## 8-352. Architecture of Washington, D. C.

Summer, 2 credits

LINDA VAN SWEDEN

Designed to acquaint the student with architecture of unique Federal city as constructed from time of founding in 1790. Walking trips to examine buildings of major significance, details that characterize various architectural periods, and importance in architectural development of city as whole. Washington as one of few American examples of continuity in city design. Basic city plan of Pierre L'Enfant followed closely since 1792. Continuous efforts by individual architects to maintain high standards of design.

## 8-339. Architectural Graphics

Fall, 3 credits

DONALD B. FLEDGER

Condensed course in principles of multi-view, paraline, and perspective drawing systems. Emphasis on one- and two-point perspective relative to presentation drawing and renderings.

## 8-370. Music Appreciation

Fall, 3 credits. Repeated in Spring

JOHN SHORTRIDGE

Designed to develop ability to enjoy music through study of musical styles, forms, and instruments of various periods. Consideration of changing role of music in society through the ages. Recordings and live performances.

## 8-445. Music Theory

Year, 3 credits each semester

JOHN SHORTRIDGE

First semester: Rudiments of music including major and minor scales, key signatures, and intervals. Traditional harmony—four part writing using triads, seventh chords, inversions, non-chord tones, and simple altered chords. Harmonic analysis. Second semester: Ear training including interval recognition, melodic and harmonic dictation, and sight reading. The two semesters may be taken separately or out of sequence although the student is urged to take both in sequence for maximum benefit. *Prerequisite*: Some ability to read music in bass and treble clefs.

## 8-359. Sources of Theater

Fall, 2 credits

DONALD J. WATERS

Designed to develop appreciation and judgment of all arts of theater to make theater-going more meaningful. Consideration of plays and playwrights from Greeks to now. Actors, directors, scenic artists, and critics. Introduction to great artists of theater. Lectures, reading of plays, critiques, and playgoing.

## 8-363. Contemporary Theater

Spring, 2 credits

DONALD J. WATERS

Designed to develop appreciation and judgment of all arts of theater to make theater-going more meaningful. Consideration of plays and playwrights from the twentieth century. Actors, directors, scenic artists, and critics. Introduction to great artists of theater. Lectures, reading of plays, critiques, and playgoing. *Prerequisite*: Sources of Theater, or equivalent.

## 8-373. Motion Picture Appreciation

Fall, 2 credits. Repeated in Spring

PAUL SPEHR

Aesthetic approach to cinema. Designed to stimulate and develop cinema judgment. Great masters and their films. Current motion picture scene. Lectures, classic films, and movie-going.

### *Applied Arts*

## 8-35. Introduction to Institutional Housekeeping

Fall, non-credit

EMMA MORGAN and ASSOCIATES

Introduction to fundamentals of institutional housekeeping for hotels, hospitals, motels, college dormitories, fraternity and sorority houses, and similar institutions. Basic principles of the work. Attractive to the woman planning another type of job when the younger generation is challenging her position. Field trips and demonstrations.



## 8-36. Institutional Housekeeping II

Spring, non-credit

EMMA MORGAN and ASSOCIATES

Further study of rapidly expanding field. Rules and practices of many varied duties of Executive Housekeeper and scope of operation of institution's housekeeping department. *Prerequisite*: Introduction to Institutional Housekeeping, or practical experience in a supervisory capacity.

## 8-55. Introduction to Interior Design

Fall, non-credit. Repeated in Spring

SUSAN A. MEYER

Study of practical problems of interior decoration, with special emphasis on architecture of interior, functional layout of furniture, and coordination of ensemble. Illustrations of color schemes, fabrics and drapery types, lighting, and use of accessories.

## 8-144. Graphic Arts in Federal Government

Year, 2 credits each semester

MAURICE H. EYSENBERG  
WILLIAM WILSON TAYLOR  
HARRY J. WIENER

Introductory survey of field of graphic arts in the Federal Government. For practicing artists, designers, and others concerned with preparation and use of visual materials in many media. Classroom lectures and demonstrations, discussion, and analysis of homework by staff and visiting experts

## 8-146. Creative Illustration

Fall, 2 credits. Repeated in Spring

A. MICHAEL AULD

Basic design and construction of modern-day illustration. Emphasis on professional methods. Classroom lectures with demonstrations, discussion, and analysis of homework. *Prerequisites*: Active interest in home assignments and background in drawing helpful.

## 8-322. Art, Layout, and Design for Reproduction

Fall, 2 credits

DAVID M. GRANAHAN and WILLIAM WILSON TAYLOR

Planned to help administrators, editors, educators, graphic personnel, and writers to prepare and use communications materials more effectively.

## 8-145. Layout in Visual Communication

Spring, 2 credits

MAURICE H. EYSENBERG

Theory and practice of layout as key to visual communication, including chart, poster, printed page film, exhibit, and other. Classroom demonstration, discussion, and analysis leading to home assignments for practice and application of basic rules. *Prerequisites*: Fair ability to draw, familiarity with lettering and typography, sense of design, and reproductive processes and media related terminology.

## 8-140. Dimensional Design

Fall, 2 credits. Repeated in Spring

GEORGE L. BAKA

Advanced training in design of three-dimensional forms. Principles in composition of these forms. Line, plane surface, color, material, and space as coherent whole. Insight into creative and more complicated processes involved in third dimension. Analysis of treatment of materials and equipment in fabrication of actual forms. Examination to provide methodical approach to problems.

## 8-142. Exhibit Graphics and Fabrication

Fall, 2 credits. Repeated in Summer

JAMES W. SCHLEYER

Consideration mainly of exhibits, but with application to other fields of design. Graphics. Typography. Photography. Variety of techniques. Exhibit design. Construction. Animation. Materials. Specifications. Contracting.

## 2-243. Design in Visual Communication

(See P. 30)

## 8-284. Landscape Design of Small Property

Fall, 2 credits

DONALD B. PLEDGER

Introduction to fundamentals of landscape design. Emphasis on small properties of one-half to one acre. Principles of orientation, arrangement, and circulation, as related to topography, solar orientation, verdure, subgrade conditions, utilities, and prevailing winds.

## 8-285. Landscape Use of Trees, Shrubs, Vines, and Flowers

Spring, 2 credits

DONALD B. PLEDGER

Continuation of Landscape Design of Small Property. Emphasis on principles and practices relating to execution of mass tree and shrub outlines. Types and characteristics of evergreens and deciduous trees, shrubs, and vines. Review of care and maintenance of tree and shrub plantings, lawns, and gardens. Seminar at Annual Flower Show in visual research of garden design and use of plant materials in three dimensions as well as color. Landscape Design of Small Property is not a prerequisite.

## Photography and Lithography

### COMMITTEE

Milton A. Ford, *Chairman*

Raymond Davis, Arthur L. Gaush, Fred W. Gerretson, Julius Halsman, Joseph F. Hamm, R. J. Lefebvre, Albert R. Materazzi, Elbridge C. Purdy, Frank J. Scherschel, Eugene D. Scialdone, William F. Watson

Advances in the use of light sensitive materials in the arts and sciences and in industry have caused demand for new and refresher training in the fields of photography and lithography. The development of the printing arts has similarly opened up new areas of training. The following courses are intended to meet these and other related needs. The courses are designed to furnish basic technical information applicable to all areas. They also develop special skills for particular applications. Finally, they try to satisfy special requirements within the photographic and allied industries.

## 8-70. Introduction to Photography

Fall, non-credit. Repeated in Spring and Summer

NORMAN LEE McCULLOUGH

Nontechnical demonstration course. Designed for camera enthusiasts desiring to understand how their cameras, films, and prints work. Camera types and operation. Film types and uses. Developing and printing. Filters. Exposures. Planning, composition, and lighting. Portraiture. Motion pictures. Color photography. Exhibition and demonstration of equipment, materials, and techniques.

## 8-192. Fundamentals of Photography I

Fall, 2 credits. Repeated in Spring

RICHARD SZELUGA

Scientific principles of photography. Foundation for more advanced courses in photography. Nature of photographic process. Factors in development, fixing, and washing. Light as applied to photography. Lenses, image formation, and judging exposure. Effects of lighting on pictorial rendition of objects. *Prerequisite*: Introduction to Photography, or equivalent.

## 8-193. Practice of Photography I

Fall, 3 credits. Repeated in Spring

WILLIAM T. FULLER  
FRED S. WITTE

Laboratory practice and demonstration of principles taught in Fundamentals of Photography I. It offers the student opportunity to become familiar with recommended procedures and techniques. Contact printing and processing. Selection of printing papers. Processing of negative roll film, cut film, and film pack. Diagnosis and remedy of processing defects. Types of cameras, their operation and uses, and application of filters.

## 8-195. Fundamentals of Photography II

Spring, 2 credits

ALBERT R. MERRITT

Theory to obtain good negative by controlled exposure and development. Principles of projection printing. Proper selection and utilization of darkroom equipment. Quality control procedures in everyday photography. Photo-sensitive materials. Use of exposure meter. Functions of light filters. Types of lighting. Science of sensitometry to measure and control photographic process. *Prerequisites*: Fundamentals of Photography I and Practice of Photography I, or equivalent.

## 8-196. Practice of Photography II

Fall, 2 credits. Repeated in Spring

WILLIAM T. FULLER

Projection printing. Application of sensitometric measurements. Print correction. Composite printing. Use of variable contrast papers. Lighting. Rendition of form and texture. Light patterns. Effect of light on color, toning, and print quality analysis. *Prerequisites*: Fundamentals of Photography I, Practice of Photography I, and Fundamentals of Photography II. May be taken concurrently with Fundamentals of Photography II. *Each student must have access to outside laboratory facilities.*

## 8-360. Portrait Photography

Year, 2 credits each semester

ELBRIDGE C. PURDY

Studio and darkroom course with opportunity for practice. The student learns through individual guidance the subtleties of fine portrait work. Lighting, posing, composition, processing, and retouching. *Prerequisite*: Practice of Photography II.

## 8-270. Color Photography and Printing

Year, 3 credits each semester

OSCAR RODBELL  
JAMES H. TROTT

Basic theory and practice in making color prints on positive color materials and negative color materials. Lectures: Basic theory, nature of color and light, three-color theory, formation of colors, additive and subtractive processes, color temperatures, and transmission and absorption of filters. Laboratory: Selection of equipment, evaluation of transparencies and color negatives, proper exposure controls, mixing of chemical solutions, controls in color processing, and practical applications of these fundamentals. *Prerequisite*: Background in black and white photography and 4- × 5-inch color negatives for practical application in laboratory, or special permission.



## 8-194. Creative Photography through Composition I

Fall, 2 credits

MARTIN H. MILLER

Practical help for beginner as well as experienced photographer. Intended to develop understanding of composition and design. Practice in applying to the photographs of the student elements of composition that make superior pictures. Criticism and suggestions on prints and color slides. Course applies to color slides, color prints, and black and white photographs. Discussion of original photographs by outstanding pictorial and photo-journalist photographers. Field trip.

## 8-197. Creative Photography through Composition II

Spring, 2 credits

MARTIN H. MILLER

Continuation of Creative Photography through Composition I. Practical help for the student to improve his pictures. Review of basic principles of composition and application to the work of the student. Course applies to color slides, color prints, and black and white photographs. How to see a picture. How to present subject matter in interesting fashion. Use of photographs as medium of communication. Night photography. Prize-winning pictures. Pictures for exhibition. Criticism and suggestions on prints and color slides and practice in analyzing and judging photographs. Field trips. Creative Photography through Composition I is not a prerequisite.

## 8-198. Photojournalism

Fall, 2 credits. Repeated in Spring

FRED S. WITTE

Designed for the student who has achieved high degree of photographic capability and is prepared to advance to subtle aspects of photography. Stress of imagination in picture taking, ability to tell story, or report events with pictures aided with words, and layout. *Prerequisite*: Working knowledge of photography.

## 8-333. Art Appreciation

(See P. 118)

## 8-336. American Art

(See P. 119)

## 8-011. Photographic Roundtable

Fall, non-credit. Repeated in Spring

Opportunity for continued study of photography. The group meets twice each month during the regular school year. One meeting is devoted to constructive analysis of photographic work presented by members; the other meeting is devoted to presentation of information about new developments and techniques in photography and to other topics of current interest. Annual Salon. Open to the student who has completed any of the courses in photography offered by the Graduate School.

## 8-165. Copy Preparation—Pasteup

Fall, 3 credits. Repeated in Spring

W. HOWARD MARTIN

Designed to acquaint the student with fundamentals of good composition and layout, and application of these principles to paste-up of positives, using type from phototype setting equipment and the Fotosetter. Analysis of good and bad composition through study of advertisements, photographs, and illustrations. Instruction in use of drafting equipment and materials in preparation of advertisements, ruled forms, and simple and complex booklets, using photographs, illustrations, and color overlays. *Corequisite*: Copy Preparation: Photographic.

## 8-166. Copy Preparation—Photographic

Fall, 3 credits. Repeated in Spring

ROBERT V. WRAY, JR.

Laboratory instruction and practice in fundamentals of basic photographic processes. Preparation of prints and negatives used in the paste-up class, photographing of completed assignments, and



opaquing and engraving of final negatives. Stripping of halftone and line negatives, masking, surprinting, and register of negatives. *Corequisite*: Copy Preparation: Pasteup.

## 8-170. Survey of Lithography

Year, 3 credits each semester

DAVID REZNIKOFF

Primarily for the lithographic apprentice or those desiring understanding of whole lithographic process. First semester: Development of lithography. Other printing processes and their relationship to lithography. Offset photography, including color. Plate making. Layout and stripping. Second semester: Press work. Copy preparation. Cold and hot composition and photo typesetting. Lithographic ink making and uses. Offset papers, including visit to mill in Pennsylvania. Binding. Advantages and limitations of process. Future trends. Lectures and field trips.

## 8-171. Offset Stripping and Negative Work

Year, 3 credits each semester

JOSEPH F. HAMM

Workshop at apprentice level. Film assembly and stripping procedures and techniques as applied to black and white and simple color register work in photolithography. Survey of stripping. Tools for stripping and their use. Basic mathematics. Opaquing and retouching. Cutting and scribing lines. Negative engraving. Stripping inserts and corrections. Ruling pen practice. Masking halftones and tints. Silhouetting halftones. Quality control problems. Preparing the dummy. Making accurate layouts. Signature imposition. Attaching negatives to flats. Complimentary flats for double printing. Color proving for accurate check. Other stripping problems and procedures. *Prerequisite*: Survey of Lithography, or special permission.

## 8-174. Offset Photography

Year, 3 credits each semester

WILLIAM J. RANKIN

Workshop at apprentice level. Contact and camera line and halftone negatives for photolithography. Darkroom processing. Contact and mechanical screens. Filters and lens formulae. *Prerequisite*: Survey of Lithography, or equivalent.

## 8-175. Lithographic Estimating

Fall, 2 credits

WALTER L. ROBERTS

Analysis and procedures of cost estimating. Emphasis on cost finding and its application to preparing estimates. Course emphasis centered on cost center definitions, determination of materials, and time requirements to produce jobs—large and small. Thorough application of cost finding, ranging from copy preparation through bindery. How to review specifications and write up practice estimates. *Prerequisite*: Survey of Lithography, or equivalent, or experience in graphic arts.

# Faculty

## FACULTY, DEPARTMENTAL, AND SPECIAL COMMITTEES

The year following the name represents the first year of association with the Graduate School

- ABRAHAMSEN, MARTIN A., (1963). Ph.D., Wisconsin. Deputy Administrator, Farmer Cooperative Service, USDA. Taught at North Carolina State and West Virginia. (Social Sciences)
- ABRAMOWITZ, BENJAMIN, (1962). Master Artist. Ford Fellow, National Academy of Design. (Technology)
- ABRAMOWITZ, STANLEY, (1968). Ph.D., Polytechnic Institute of Brooklyn. Research Chemist, National Bureau of Standards, Department of Commerce. Taught at Brooklyn Polytechnic and National Institutes of Health Graduate School. (Physical Sciences)
- ACKERMAN, KARL H., (1967). B.S. in C.E., Tri-State College. Supervisory Navigational Scientist, Head, Navigation Branch, U. S. Naval Oceanographic Office, Department of the Navy. Taught in U. S. Navy. (Physical Sciences)
- ADAMS, ANDREW S., (1968). Ed.D., California. Director, Educational Affairs, Volunteers in Service to America (VISTA), Office of Economic Opportunity. Taught at California, California State Polytechnic College, Fresno State, Nevada and Virginia. (Public Administration)
- ADELSON, SADYR F., (1949). M.A., California. Chief, Food Consumption Branch, Consumer and Food Economics Research Division, Agricultural Research Service, USDA. Retired. (Technology)
- ADKINS, JAMES S., (1964). Ph.D., Wisconsin. Research Biochemist, Division of Nutrition, Food and Drug Administration, Department of Health, Education, and Welfare. Taught at Wisconsin. (Physical Sciences)
- ALEXANDER, WILLIAM T., (1966). B.S., California State. Chief, Information Systems Branch, Department of Justice. Taught in Virginia Public Schools. (Mathematics and Statistics and Office Techniques)
- ALLEN, HERMAN R., (1966). B.J., Missouri. Public Information Officer, Bureau of Higher Education, Office of Education, Department of Health, Education, and Welfare. (Committee on Information)
- ALLISON, LOWELL E., (1959). Ph.D., Illinois. Research Soil Scientist, U. S. Salinity Laboratory, Agricultural Research Service, USDA. (Biological Sciences)
- AMABLE, NANDO A., (1967). M.A., Rutgers. Personnel Management Specialist, Personnel Office, Bureau of Prisons, Department of Justice. Taught in New Jersey Public Schools and U. S. Dependent Schools (Germany). (Languages and Literature)
- ANDERSEN, NEIL R., (1968). Ph.D., Massachusetts Institute of Technology. Branch Head Marine Radioisotopes Branch, Research and Development Department, U. S. Naval Oceanographic Office, Department of the Navy. (Physical Sciences)
- ANDERSON, ROCKNE S., (1968). M.A., Columbia University. Oceanographer, Acoustical Oceanography Branch, U. S. Naval Oceanographic Office, Department of the Navy. (Physical Sciences)
- APPLEMAN, PAUL L., (1946). Personnel Staffing Specialist, Bureau of Programs and Standards, Civil Service Commission. Retired. (Public Administration)
- ARASTEH, REZA, (1963). Ph.D., Louisiana State. Author and faculty member, Department of Psychiatry, George Washington University. Professor and Director of Interdisciplinary Research, Psychiatric Institute of Washington. Taught at Princeton and Tehran. (Languages and Literature and Social Sciences)
- ARMBRECHT, BERNARD H., (1962). Ph.D., Georgetown. Pharmacologist, Bureau of Veterinary Medicine, Food and Drug Administration, Division of Veterinary Research, Department of Health, Education, and Welfare. (Physical Sciences)
- ARMSTRONG, WILLIAM J., (1963). Director, Financial Management Staff, Bureau of the Budget. (Public Administration)
- ASKEGAARD, DAVID, (1950). B.S., North Dakota. Director, Office of Program Analysis, Rural Electrification Administration, USDA. (Technology)
- AULD, A. MICHAEL, (1968). B.F.A., Howard. Illustrator-Designer, National Education Association. Instructor, Washington Technical Institute. (Technology)
- BACK, WILLIAM B., (1965). Ph.D., Iowa State. Leader, Resource Income Studies, Resource Institutions Branch, Economic Research Service, USDA. Taught at Iowa State, Oklahoma State, Oregon State, and North Carolina State. (Social Sciences)
- BAHN, CATHERINE I., (1953). M.A., Columbia. Principal Recommending Officer, Science and Technology Division, Library of Congress. (Languages and Literature)
- BAILAR, JOHN C., III, (1966). M.D., Yale. Head, Demography Section, Biometry Branch, National Cancer Institute, National Institutes of Health, Department of Health, Education, and Welfare. (Mathematics and Statistics)
- BAKA, GEORGE L., (1965). B.F.A., Pratt Institute. Design Director, Exhibits Service, Office of Information, USDA. (Technology)
- BAKER, DONALD R., (1958). M.S., Stanford. Senior Research Hydrologist, National Environmental Satellite Center, Environmental Science Services Administration, Department of Commerce. (Physical Sciences)
- BAKER, GLADYS L., (1945). Ph.D., Chicago. Agricultural Historian, Economic Research Service, USDA. (Public Administration)
- BAKER, JOHN C., (1966). B.S., Purdue. Public Information Officer, Bureau of the Census, Department of Commerce. (Languages and Literature)
- BALDAUF, TONY M., (1951). Deputy Director, Office of Plant and Operations, USDA. (Office Techniques and Public Administration)
- BANDURSKI, BRUCE L., (1968). B.S., Michigan State. President, Coordinator, Board of Governors, Outdoors Ethic Guild, The Plains, Virginia. (Biological Sciences)
- BARGIN, GERMAINE, (1953). Diplôme Université de Paris and de l'Institut d'Amerique Latine de Mexico. Taught at Catholic, Georgetown, and Yucatan. (Languages and Literature)
- BARLOW, SHIRLEY, (1959). M.A., George Washington. Division of Management Operations, Federal Extension Service, USDA. (Office Techniques)
- BARON, ARNOLD L., (1965). B.S.C., Iowa. Assistant Director for Internal Audit, Department of the Interior. (Public Administration)
- BARTOLOMO, MICHAEL J., (1968). B.S., St. Johns. Financial Manager, Fiscal Services Division, Budget and Finance, Office of Secretary, Department of Commerce. (Office Techniques)
- BASILE, ANTHONY S., (1961). B.C.E., George Washington. Head, Construction Branch, U. S. Naval Oceanographic Office, Department of the Navy. (Technology)

- BAUER, CARL F., (1955). B.A., St. John's. Lecturer, School of Nursing Education, Catholic University and Maryknoll Seminary, Maryknoll, N. Y. (Social Sciences)
- BAUER, MAGNA E., (1942). Rome, Italy, and Auguste Victoria Lyzeum, Berlin. Historian, Office of the Chief of Military History, Department of the Army. (Languages and Literature)
- BAYTON, JAMES A., (1966). Ph.D., Pennsylvania. Professor of Psychology, Howard University. (Social Sciences)
- BEATH, PAUL R., (1968). LL.B., George Washington. Attorney, Office of General Counsel, Federal Trade Commission. Taught at American. (Public Administration)
- BEATY, LAYNE R., (1957). Chief, Radio and Television Service, Office of Information, USDA. (Committee on Information)
- BECK, ROBERT A., (1967). B.S., Fordham. Regional Systems Representative, International Business Machines. (Mathematics and Statistics)
- BENEDIKT, THOMAS A., (1966). M.A., Villanova. Teacher, Montgomery County Board of Education. Taught at George Washington. (Mathematics and Statistics)
- BENSON, WALTER R., (1965). Ph.D., Colorado. Head, Organic Chemistry Section, Residue Chemistry Branch, Division of Pesticides, Bureau of Science, Food and Drug Administration, Consumer Protection and Environmental Health Service, Department of Health, Education, and Welfare. Taught at American, Colorado, and Colorado State. (Physical Sciences)
- BENSON, WILLIAM E., (1960). Ph.D., Yale. Head, Earth Sciences Section, Division of Environmental Sciences, National Science Foundation. (Physical Sciences)
- BERG, NORMAN A., (1962). M.P.A., Harvard. Associate Administrator, Soil Conservation Service, USDA. (Office Techniques)
- BERNARDO, JAMES V., (1966). M.A., Boston University. Director, Educational Programs, National Aeronautics and Space Administration. Taught at Boston University, Delaware, Public Schools of Connecticut and North Carolina, and State University of New York at Plattsburg. (Technology)
- BIRCH, ROBERT L., (1958). M.S. in L.S., Catholic. Librarian, National Agricultural Library, USDA. Taught at Miami. (Languages and Literature)
- BIRD, ALAN R., (1969). Ph.D., Michigan State. Acting Director, Economic Development Division, Economic Research Service, USDA. Taught at Massachusetts. (Social Sciences)
- BLACKBURN, WILLIAM J., III, (1963). B.C.E., Ohio State. Geodesist, Satellite Triangulation, U. S. Coast and Geodetic Survey, Environmental Science Services Administration, Department of Commerce. Taught at George Washington and Ohio State. (Technology)
- BLUM, ROBERT, (1966). M.A., Wisconsin. Consultant on Government and Private Energy, Urban Development, and United Nations Assignments. Taught at George Washington and Williams. (Social Sciences and Technology)
- BLUMENTHAL, LEON H., (1969). B.S. in Chem. Engr., New York University. Chief, Natural Science and Engineering Occupations Section, Standards Division, Bureau of Policies and Standards, Civil Service Commission. (Technology)
- BOBISCH, WILLIAM J., (1966). M.S., Colorado. Assistant Director, Engineering Division, Naval Facilities Engineering Command, Department of the Navy. Department of Defense. Taught at California Institute of Technology. (Technology)
- BOLDYREFF, TATIANA W., (1962). M.S. in L.S., Catholic. M.A. (Language), Battle Creek. Graduate of Grand Duchess Xenia Gymnasias Kazan, (Gold Medal). Translator, Naval Medical School, National Naval Medical Center, Department of the Navy. Taught at Battle Creek and Pennsylvania College for Women. (Languages and Literature)
- BOLTON, RICHARD A., (1968). B.S., District of Columbia Teachers College. Mathematician, Ocean Dynamics, Research and Development Department, U. S. Naval Oceanographic Office, Department of the Navy. (Mathematics and Statistics)
- BOLTON, RONALD M., (1966). B.S., District of Columbia Teachers College. Project Cartographer, Nautical Chart Division, U. S. Naval Oceanographic Office, Department of the Navy. (Office Techniques)
- BONDI, VICTOR L., (1961). Rome. Chairman, European Division, Defense Language Institute, East Coast Branch, Department of Defense. Taught at U. S. Naval Intelligence School. (Languages and Literature)
- BOROUGH, ALAN K., JR., (1967). Digital Computer System, Washington Data Processing Center, Statistical Reporting Service, USDA. (Mathematics and Statistics)
- BOYER, KIMBER H., (1967). B.A., Ohio. Transportation and Supply and Property Management Officer, Supply and Property Management Division, Office of Plant and Operations, USDA. (Office Techniques)
- BRACE, PAUL B., (1968). M.C.P., Michigan. Division of New Communities, Department of Housing and Urban Development. Taught at California and Pratt. (Technology)
- BRADY, ROGER O., (1968). M.A., Catholic. Consultant (Government and Industry). Taught at Catholic and Loras. (Social Sciences)
- BRAUCHER, JANE E., (1967). M.S. in L.S., Catholic. Librarian, General Counsel, Federal Highway Administration, Department of Transportation. (Languages and Literature)
- BRESNAHAN, MAURICE F., (1969). B.S., Wilson Teachers College. Acting Chief, Division of Industrial Safety, Bureau of Labor Statistics, Department of Labor. (Mathematics and Statistics)
- BREWER, DOROTHY Z., (1965). M.A., George Washington. Historian, National Portrait Gallery, Smithsonian Institution. Taught at George Washington. (Office Techniques)
- BRIGGS, SHIRLEY A., (1962). M.A., State University of Iowa. Vice President for Publications and Editor, Audubon Naturalist Society of the Central Atlantic States, Inc. Secretary, Rachel Carson Trust for the Living Environment, Inc. Taught at North Dakota State. (Biological Sciences)
- BROHEL, EDWARD R., (1968). B.A., Manhattan. Partner, Hincley and Brohel Gallery. Taught at Lenox School (New York City) and Manhattan. (Technology)
- BROUWER, MARIA Z., (1965). Master Teacher, Escuela Normal (Havana, Cuba). (Languages and Literature)
- BROWN, AMOS, JR., (1968). B.S., Norfolk State. Accounting Specialist, General Accounting, Federal Systems Division, International Business Machines Corp. (Committee on Financial Management)
- BROWN, CAROLYN T., (1969). M.A., Cornell. (Languages and Literature)
- BROWN, GEORGE J., (1967). B.B.A., Pace. Senior Management Analyst, Management Information System Staff, Bureau of Budget. (Mathematics and Statistics)
- BROWN, GERALD R., (1967). M.S., Arkansas. Training Officer—Division Training Center, Plant Quarantine Division, Agricultural Research Service, USDA. (Biological Sciences)
- BROWN, PHILIP, (1936). B.A., Niagara. Director Information, Farmers Home Administration, USDA. (Committee on Information)
- BRUCKNER, BENJAMIN H., (1965). Ph.D., Georgetown. Radiological Sciences Advisor, Training and Manpower Development Program, National Center for Radiological Health, Public Health Service, Department of Health, Education, and Welfare. Taught at Georgetown. (Physical Sciences)
- BUCCH, D. A., (1959). B.S.E., George Washington. Assistant Chief, Department of Applied Cartography, U. S. Army Topographic Command, Department of the Army. (Technology)
- BUCHANAN, LEE K., (1962). M.D., Iowa. Employee Health, Office of Personnel, USDA. (Social Sciences)
- BUCK, LEWIS A., (1961). M.A., William and Mary. (Biological Sciences)
- BURK, J. ROBERT, (1968). B.S., Denver. Systems Programmer-Analyst, Applied Data Research. (Mathematics and Statistics)
- BURKE, RONALD E., (1965). B.S., Maryland. Systems Engineer, International Business Machines. (Mathematics and Statistics)
- BURKHART, M. D., (1955). M.S., Pennsylvania State. Staff Assistant for Research and Development Test and Evaluation, Office of the Oceanographer of the Navy. (Physical Sciences)
- BURNS, ROBERT J., (1965). LL.B., Columbus. Attorney Adviser, Office of General Counsel, Army Materiel Command, Department of the Army. (Public Administration)



- BURNS, WILLARD A., (1966). M.D., Lausanne. Director, School of Medical Technology, Veterans Administration Hospital, Veterans Administration. Taught at Georgetown and Howard Medical. (Biological Sciences)
- BURRIS, JAMES D., (1965). B.S., American. Deputy Director, Office of Planning and Program Evaluation, Department of the Treasury. (Public Administration)
- BUTLER, REX G., (1964). M.A., Kansas State. Supervisory Systems Analyst, Systems Development and Programming Branch, Statistical Reporting Service, USDA. Taught at Baker. (Mathematics and Statistics)
- CAIN, JOHN W., (1966). B.A., George Washington. Technical Advisor to Director, Directorate of Photographic Intelligence, Central Intelligence Agency. Taught at U. S. Marine Corps Photogrammetry and Combat Surveying Schools and U. S. Naval Photographic Interpretation Center. (Technology)
- CALLAHAN, ROBERT Z., (1967). Ph.D., California. Assistant to Deputy Chief for Research, Forest Service, USDA. (Biological Sciences)
- CANADA, THOMAS C., (1962). B.C.S., Benjamin Franklin. Budget Staff Officer, Agricultural Research Service, USDA. (Public Administration)
- CARLETON, WALTER M., (1961). Ph.D., Michigan State. Director, Agricultural Engineering Research Division, Agricultural Research Service, USDA. Taught at Iowa State, Kansas State, and Michigan State. (Technology)
- CARLISLE, FRANK J., (1965). Ph.D., Cornell. Assistant Director, Soil Classification and Correlation, Soil Survey, Soil Conservation Service, USDA. (Beltsville Committee)
- CARLSON, THEODORA E., (1952). B.A., Nebraska. Specialist, Federal-State Relations, Office of Education, Department of Health, Education, and Welfare. (Committee on Publications)
- CARLSON, WILLIAM A., (1956). M.P.A., Harvard. Deputy Director, Planning, Evaluation, and Programming Staff, Office of the Secretary, USDA. (Committee on Financial Management)
- CARTER, HAROLD M., (1967). J.D., George Washington. Director, Regulatory Division, Office of General Counsel, USDA. (Public Administration)
- CARTER, PAUL S., (1955). M.B.A., Northwestern. C.P.A. Director, Office of Finance, General Services Administration. (Public Administration)
- CARTER, ROY A., (1963). B.M. in E. Executive Director, University Neighborhoods Council. (Languages and Literature)
- CAUDILL, CHARLES E., (1966). B.S., North Carolina State. Mathematical Statistician, Agricultural Estimates Division, Statistical Reporting Service, USDA. (Mathematics and Statistics)
- CAVIN, JAMES P., (1938). Ph.D., Harvard. Director, Economic and Statistical Analysis Division, Economic Research Service, USDA. Retired. Taught at Catholic and Puerto Rico. (Social Sciences)
- CHALLINOR, DAVID, (1967). Ph.D., Yale. Director, Office of International Activities, Smithsonian Institution. (Biological Sciences)
- CHASE, MILTON A., (1965). E.E., College of the City of New York. Staff Assistant, Assistant Secretary of Interior (Water and Power), Office of the Secretary, Department of the Interior. (Technology)
- CHILSON, LEMAR M., (1965). B.S., Maryland. Assistant in Charge, Division Training Center, Plant Quarantine Division, Agricultural Research Service, USDA. (Biological Sciences)
- CHISNELL, THOMAS C., (1965). Ph.D., Cornell. Advisory Systems Planner, Federal Systems Division, International Business Machines. Taught at Cornell and Wooster. (Technology)
- CHOATE, LEO E., (1966). M.A., Idaho. Deputy Director, Operations Analysis Staff, Agricultural Stabilization and Conservation Service, USDA. (Committee on Correspondence Study and Extension Education)
- CHRISTENSEN, RAYMOND P., (1959). Ph.D., Wisconsin. Agricultural Economist, Director, Foreign Development and Trade Division, Economic Research Service, USDA. (Social Sciences)
- CLIFFORD, GEORGE E., (1967). LL.B., Georgetown. Assistant Counsel, Antitrust Subcommittee, Judiciary Committee, U. S. Senate. (Public Administration)
- COATES, ROBERT J., (1967). M.Ed., Xavier. Program Manager-Public Programs, Equal Opportunity Staff, Office of the Secretary, Department of Transportation. Taught at Xavier. (Public Administration)
- COHEN, ANNE B., (1965). Diploma, Pratt Institute. Art Director (Information Specialist-Visual), Publications, Office of Information, Federal Aviation Administration, Department of Transportation. Taught at American and Southeastern. (Technology)
- COHEN, IRVING A., (1969). Computer Programmer, Operating Systems, ADF, Federal Deposit Insurance Corporation. (Mathematics and Statistics)
- COHEN, JAMES A., (1966). J.D., Iowa. Legal Assistant, Board of Contract Appeals, Atomic Energy Commission. (Public Administration)
- COLE, JOHN D. R., (1969). M.A., Redlands. Deputy Assistant Secretary for Personnel and Training, Office of the Secretary, Department of Health, Education, and Welfare. Taught at Maryland and Redlands. (Public Administration)
- COMBS, WILLIAM A., (1967). Systems Analyst, Office of Education, Department of Health, Education and Welfare. (Mathematics and Statistics)
- COMPTON, LAWRENCE V., (1952). M.A., California. Head Biologist, Plant Sciences Division, Soil Conservation Service, USDA. (Biological Sciences)
- CONDE, JAMES M., (1967). M.S., Utah State. Data Processing Division, Board of Governors, Federal Reserve System. (Mathematics and Statistics)
- CONNOR, PAUL J., JR., (1968). B.A., Maryland. Taught at Maryland. (Technology)
- CONSTANT, HENRIETTE CHARDON DE, (1965). B.A., Paris. Teacher of French, Ecole Française Internationale. Taught at Foxcroft, Georgetown, and Middlebury. (Languages and Literature)
- COOK, CHARLES E., (1959). B.A., Washington. Systems Analyst, Naval Command Systems Support Activity, U. S. Navy. Taught at Coast and Geodetic Survey. (Technology)
- COOPER, FRANK E., (1966). B.S., Maryland. Training Office, Division Training Center, Plant Quarantine Division, Agricultural Research Service, USDA. (Biological Sciences)
- COOPER, JOHN C., JR., (1946). B.A., Furman. Director, Office of Management Services, USDA. (Public Administration)
- COPELAND, DALE A., (1968). B.S., Purdue. Computer Specialist, Naval Command Systems Support Activity, Department of the Navy. (Mathematics and Statistics)
- CORNEWSETT, ALBERT C., (1947). Ph.D., North Carolina. Chief, Psychology Service, Mental Hygiene Clinic, Outpatient Service, Veterans Administration Hospital, Veterans Administration. Clinical Consultant in Training in Psychology at Catholic. Taught at Brown, Catholic, and North Carolina. (Social Sciences)
- CRANE, THEODORE R., (1966). M.J., California. Chief, Special Reports Division, Office of Management Services, USDA. (Committee on Information)
- CROM, RICHARD, (1969). Ph.D., Iowa State. Leader, Livestock Group, Animal Products Branch, Marketing Economics Division, Economic Research Service, USDA. (Social Sciences)
- CULLINANE, JOHN J., (1959). B.E.E., Catholic. Electronic Engineer, Harry Diamond Laboratory. (Technology)
- CULTICE, JAMES M., (1969). M.S., Virginia Polytechnic Institute. Staff Engineer for Survey and Maps, Division of Engineering, Forest Service, USDA. (Technology)
- CUPOLI, JAMES V., (1959). Artist and Art Teacher. Taught at Corcoran and Columbia Technology Schools of Art and International Institute of Interior Design. (Technology)
- CURTIS, JOHN M., (1962). Ph.D., Maryland. Professor and Head, Department of Agricultural Economics, College of Agriculture, University of Maryland. Taught at Maryland and North Carolina State. (Social Sciences)
- CUZON DU REST, RENÉ P., (1964). M.S., Texas Agricultural and Mechanical. Senior Biological Oceanographer, National Oceanographic Data Center. Taught at George Washington and Washington. (Physical Sciences)



- CAJAKOWSKI, ANTHONY F., (1960). Ph.D., Fordham. Administrative Officer, United States Government. Taught at Fordham, George Washington, and St. Louis. (Social Sciences)
- DANIELS, WILLIAM I., (1968). B.A., Pennsylvania State. Department Head, Publications Engineering, Vitro Laboratories. Taught at Montgomery County Public Schools and Strayer. (Languages and Literature)
- DAVIDSON, EUGENE J., (1962). J.D., New York. Assistant General Counsel, Procurement, Inter-Agency and Administrative Division, Small Business Administration. (Public Administration)
- DAVIES, WILLIAM E., (1968). M.S., Michigan State. Geologist, Military Geology Branch, U. S. Geological Survey, Department of the Interior. Taught at Maryland. (Biological Sciences)
- DAVIS, MICHAEL C., (1969). Sc.D., Massachusetts Institute of Technology. Systems Analyst, Naval Forces Directorate, Office of Assistant Secretary of Defense (Systems Analysis). Taught at American University. (Mathematics and Statistics)
- DAVIS, RAYMOND, (1946). Consultant, Optics and Metrology Division, National Bureau of Standards, Department of Commerce. *Retired.* (Technology)
- DE HAAN, HENRY J., (1967). Ph.D., Pittsburgh. Research Psychologist, Personnel Studies Division, Department of the Army. Taught at Illinois. (Social Sciences)
- DE LANY, MILAN G. P., (1968). B.D., Theological Seminary (Philadelphia). Instructor of Swahili, East African Branch, Voice of America, U. S. Information Agency. Taught in Defense Language Institute (Monterey) and in Kenya. (Languages and Literature.)
- DELSON, JEROME K., (1967). Ph.D., California Institute of Technology. Consultant. Taught at California Institute of Technology and Massachusetts. (Technology)
- DEUSTER, DONALD E., (1967). LL.B., California at Los Angeles. Administrative Assistant to Congressman Robert McClory, U. S. House of Representatives. (Public Administration)
- DEXTER, WAYNE V., (1950). B.S., Kansas State. Chief, Division of Information, Office of Management Services, USDA. (Committee on Information)
- D'HAUCOURT, GENEVIEVE M., (1969). Ph.D., Paris. Professor of French Civilization. Writer. (Languages and Literature)
- DIAMOND, ANTHONY T., (1962). M.S., Cornell. Program Analyst, Resources Analysis Division, National Aeronautics and Space Administration. (Mathematics and Statistics)
- DENSMORE, WILLIAM S., (1962). M.A., American. Senior Management Analyst, Office of Secretary, Office of Management and Organization, Department of Commerce. (Public Administration)
- DIX, WALTER S., (1952). Executive Secretary, American Congress on Surveying and Mapping. (Technology)
- DOAN, ROBERT W., (1967). B.S. in J. Southern Methodist. Program Specialist, Special Programs Branch, Foreign Training Division, Foreign Agricultural Service, USDA. Taught at Texas. (Languages and Literature)
- DODV, DONALD G., (1969). M.S., Kansas State. Training Officer, Training Center, Plant Quarantine Division, Agricultural Research Service, USDA. (Biological Sciences)
- DOHERTY, NEVILLE J. G., (1969). M.S., Michigan State. Regional Economics, Economic Development Division, Area Analysis Branch, Economic Research Service, USDA. (Social Sciences)
- DOLAN, MARIE A., (1959). M.A., American. Feature Writer, Press Service, East Asia and Pacific Branch, U. S. Information Agency. (Languages and Literature)
- DONAHUE, ROBERT C., (1966). M.Ed., Boston. Deputy Director, Office of Education and Publication, Federal Deposit Insurance Corporation. Taught at Southeastern. (Language and Literature)
- DONNALL, MARGARET T., (1966). B.A., Kansas Wesleyan. Co-chairman, Fern Valley Project, U. S. National Arboretum. Taught in Kansas Public Schools. (Biological Sciences)
- DONNELLY, WARREN H., (1967). Ph.D., New York. Specialist in Science and Technology, Science Policy Research Division, Legislative Reference Service, Library of Congress. Taught at Brooklyn. (Public Administration)
- DONOVAN, HENRY A., (1941). Deputy Executive Assistant Administrator for Management, Agricultural Research Service, USDA. *Retired.* (Office Techniques)
- DOOLEY, BETTY L., (1969). B.A., Maryland. Research Assistant. (Social Sciences)
- DOUGLASS, RAYMOND C., (1957). Ph.D., Stanford. Geologist, U. S. Geological Survey, Department of the Interior. Taught at American, Chile (South America), and Stanford. (Physical Sciences)
- DOW, ILDA, (1961). Sioux Falls. U. S. Army Materiel Command. Taught at Emerson Institute. (Office Techniques)
- DOWNNEY, JUAN, (1969). B.A. in Arch., Catholic University of Chile. Scripture Instructor. Taught at Corcoran, Mount Vernon Jr. College, and Smithsonian. (Technology)
- DRACHMAN, RICHARD J., (1966). Ph.D., Columbia. Physicist, Laboratory for Theoretical Studies, Goddard Space Flight Center, National Aeronautics and Space Administration. Taught at Brandeis. (Physical Sciences)
- DRAHEIM, ERWIN R., (1942). Ph.D., Cornell. Chief, Employee Development, Safety and Welfare Division, Office of Personnel, USDA. Taught at Cornell, Minnesota and South Dakota State. (Special Program and Public Administration)
- DROZ, JULIUS, (1968). B.A., Ohio State. Senior Computer System Analyst, Information Systems Office, Library of Congress. (Mathematics and Statistics)
- DUNCAN, ROBERT E., (1966). LL.B., American. Appeals Division, Federal Trade Commission. (Public Administration)
- DUFUY, HAROLD J., (1966). Ph.D., George Washington. Psychological Advisor, Health Examination Division, National Center for Health Statistics, Department of Health, Education, and Welfare. (Social Sciences)
- DUSKIN, GERALD L., (1967). M.A., New York. Regional Economist. Chief, Area Development Studies, Office of Economic Research, Department of Commerce. Taught at Rutgers. (Social Sciences)
- DWYER, EDMUND D., (1957). LL.B., Georgetown. Director, Audits and Compliance, General Services Administration. (Public Administration)
- EASTON, CARL W., (1965). M.B.A., George Washington. Employee Development Officer, Employee Development and College Relations Branch, Civilian Personnel Division, Office of Personnel, U. S. Coast Guard, Department of Transportation. (Correspondence Study and Extension Education)
- EDSON, DEAN T., (1964). Civil Engineer, Topographic Division, U. S. Geological Survey, Department of the Interior. (Technology)
- EDWARDS, CLARK, (1963). Ph.D., Michigan State. Chief, Area Analysis Branch, Economic Research Service, USDA. Taught at Oklahoma State. (Social Sciences)
- EDWARDS, GENTIANA R., (1950). M.A., George Washington. Editor, International Monetary Fund. (Languages and Literature)
- EDWARDS, MARJORIE B., (1966). M.A., Howard. Assistant Professor, Montgomery Junior College. Taught at Howard. (Languages and Literature)
- EISENBERG, PHILIP, (1959). M.A., Columbia. Writer-Editor, *America Illustrated Magazine*, U. S. Information Agency. Taught at New York. (Languages and Literature)
- ELDRIDGE, FRANK R., (1959). Author. Taught at Columbia, Georgetown, George Washington, and New York. (Social Sciences)
- ELLENBERGER, JACK S., (1963). M.S. in L.S., Columbia. Librarian, Covington and Burling, Washington, D. C. (Languages and Literature)
- ELLER, JEROME N., (1953). B.A., St. John's. Administrative Assistant to Senator Eugene J. McCarthy of Minnesota. (Public Administration)
- ENGLUND, MERRILL W., (1968). B.A., Nebraska. Administrative Assistant to Senator Lee Metcalf of Montana. (Public Administration)
- ENNEIS, JAMES M., (1957). M.S., Georgia. Supervisory Psychodramatist, St. Elizabeths Hospital, Department of Health, Education, and Welfare. Taught at Georgia. (Public Administration)

- EYSENBERG, MAURICE H., (1956). Art Institute of Chicago. Graphics Designer, Department of State. Taught at Abbott Art School and Chicago. (Technology)
- FARRELL, KENNETH R., (1967). Ph.D., Iowa State. Acting Assistant Administrator, Economic Research Service, USDA. Taught at California and Iowa State. (Social Sciences)
- FAUST, MIKLOS, (1967). Ph.D., Cornell. Research Plant Physiologist, Crops Research Division, Agricultural Research Service, USDA. (Biological Sciences)
- FEDIAY, VICTOR A., (1960). Ph.D., University of Warsaw (Poland). Senior Analyst and Group Supervisor, Reference Department, Library of Congress. (Languages and Literature)
- FEINSTEIN, LOUIS, (1962). Ph.D., Georgetown. Branch Chief, Field Crops and Animal Products Branch, Market Quality Research Division, Agricultural Research Service, USDA. Taught at Pennsylvania. (Physical Sciences)
- FELDMAN, DENNIS S., (1956). B.A., New York. Deputy Director, Information Services, Federal Aviation Administration, Department of Transportation. (Languages and Literature)
- FELLOWS, ROBERT F., (1963). Ph.D., Brown. Chief Planetary Atmospheres Program, Office of Space Science and Applications, National Aeronautics and Space Administration. Taught at Williams. (Physical Sciences)
- FERRETTI, JAMES A., (1967). Ph.D., California. Chemist, Division of Computer Research and Technology, National Institutes of Health, Department of Health, Education and Welfare. Taught at California and Naples (Italy). (Physical Sciences)
- FERULLO, GLORIA A., (1968). B.A., Emmanuel. Senior Systems Analyst, Sperry Rand UNIVAC. (Mathematics and Statistics)
- FIALA, ALAN D., (1969). Ph.D., Yale. Astronomer, Nautical Almanac Office, U. S. Naval Observatory, Department of the Navy. (Physical Sciences)
- FINGER, HAROLD, (1969). M.S., Case Institute of Technology. Associate Administrator for Organization and Management, National Aeronautics and Space Administration. (Special Program)
- FINLATOR, JOHN H., (1959). B.A., North Carolina State. Associate Director, Bureau of Narcotics and Dangerous Drugs, Department of Justice. Taught at Raleigh, North Carolina Public Schools. (Public Administration)
- FINOTTI, BENEDICT E., (1968). B.S., Georgetown. C.P.A. Chief, Fiscal Services Branch, Financial Services Division, Department of State. (Office Techniques)
- FISHER, JOSEPH L., (1962). Ph.D., Harvard. President, Resources for the Future, Inc. Taught at Allegheny, Colorado, and Harvard. (Social Sciences)
- FITTON, H. NELSON, JR., (1962). M.A., George Washington. Chief, Publications Division, Office of Information, USDA. (Committees on Academic Excellence, Publications, and Languages and Literature)
- FITZGERALD, JON M., (1968). M.A., Bowling Green. Director of Forensics, Department of Speech and Dramatic Art, University of Maryland. Taught at Bowling Green and Maryland. (Languages and Literature)
- FLAVIN, THOMAS J., (1946). LL.B., Georgetown. Judicial Officer, Office of the Secretary, USDA. Taught at Georgetown. (Public Administration)
- FLICK, DONALD F., (1963). Ph.D., George Washington. Biochemist, Division of Research and Liaison, Office of Medical Support, Bureau of Medicine, Food and Drug Administration, Department of Health, Education, and Welfare. Taught at George Washington and West Virginia. (Physical Sciences)
- FLORY, EVAN L., (1954). Ph.D., Nebraska. Chief, Branch and Land Operations, Bureau of Indian Affairs, Department of the Interior. *Retired.* (Technology)
- FONDREN, JAMES P., (1954). B.S.C.E., Arkansas. Cartographer. Soil Conservation Service, USDA. (Technology)
- FOOTE, IRVING, (1968). M.A., American. Senior Management Analyst, Management Division, Naval Materiel Command, Department of the Navy. (Social Sciences)
- FORD, MILTON A., (1966). Rochester Institute of Technology. Supervisor, Photographic Color Laboratory, National Geographic Society. (Technology)
- FOSTER, AUREL O., (1965). Sc.D., Johns Hopkins. Director, Beltsville Parasitological Laboratory, Animal Disease and Parasite Research Division, Agricultural Research Service, USDA. (Beltsville Committee)
- FOSTER, JACK H., (1958). M.A., Michigan. Director of Personnel, Arlington County, Virginia. (Public Administration)
- FOSTER, WILLIAM A., (1955). M.S., University of the State of New York. Director, Bathymetry Division, U. S. Naval Oceanographic Office, Department of the Navy. (Technology)
- FOX, STEWART B., JR., (1964). B.S., Florida State. Mathematical Computer Systems Analyst, Fort Belvoir, Virginia. (Mathematics and Statistics)
- FREDERIC, KATHERINE A., (1965). Ph.D., Chicago. Personnel Policy Officer, Bureau of Policies and Standards, Civil Service Commission. Taught at Syracuse. (Public Administration)
- FREEMAN, JAMES C., (1966). Ph.D., Boston. Education Officer, National Cryptologic School, National Security Agency. Taught at Boston, Bowdoin, Grinnell, and Harvard. (Languages and Literature)
- FREYEISEN, RUDOLF C., (1968). M.A., George Washington. Teacher, Bladensburg Senior High School, Prince Georges County. (Languages and Literature)
- FRIEDMAN, S. J., (1955). B.S., George Washington. Executive Vice President, O.M.I. Corporation of America, Alexandria, Virginia. (Technology)
- FRIEDMAN, WILLIAM, (1956). B.S., Queens. Nematologist, Plant Quarantine Division, Agricultural Research Service, USDA. (Biological Sciences)
- FRITZ, RAYMOND J., (1966). B.S., Midland. Administrative Assistant to National Director, B'nai B'rith Vocational Service. Taught at George Washington. (Office Techniques)
- FUCHS, ROBERT H., (1949). B.A., American. Accountant. (Office Techniques and Public Administration)
- FULLER, WILLIAM T., (1964). Assistant Manager, Photography, Naval Ordnance Station, Department of the Navy. (Technology)
- FUSILLO, MATTHEW H., (1963). M.S., George Washington. Chief, Microbiology Laboratory, Veterans Administration Hospital, Veterans Administration. Taught at Mount Alto and Georgetown School of Medicine. (Biological Sciences)
- GAMBINO, LAWRENCE A., (1962). B.A., Syracuse. Mathematician, Engineer, Topographic Laboratories, Fort Belvoir, Virginia. (Mathematics and Statistics)
- GANTT, PAUL H., (1958). J.U.D., Vienna. J.D., William and Mary. Chairman, Board of Contract Appeals, Atomic Energy Commission. Taught at William and Mary. (Public Administration)
- GARDNER, KELSEY B., (1956). M.B.A., Harvard. Consultant on Farmer Cooperatives and formerly Director, Management Services Division, Farmer Cooperative Service, USDA. (Office Techniques)
- GAUSH, ARTHUR L., (1966). Chief, Photographic Branch, Office of the Secretary, Department of Transportation. (Technology)
- GEIGER, MAURICE D., (1967). J.D., Georgetown. Director, Innovation and Systems, Federal Judicial Center. (Office Techniques)
- GERALD, JOHN O., (1968). Ph.D., North Carolina State. Leader, Transportation Research Group, Competition and Pricing Branch, Marketing Economics Division, Economic Research Service, USDA. (Social Sciences)
- GERICH, LIDIA, (1967). Teachers Diploma, Latvia. Russian Teacher. Taught at Army Language School, Monterey (California). (Languages and Literature)
- GERRETSON, FRED W., (1954). Ph.B., Wisconsin. Government Representative for Photo Products Departments, E. I. du Pont de Nemours and Company. (Technology)
- GIBBARD, NORMAN P., (1968). B.S., Michigan State. Head, Methods Development Section, Training Branch, Personnel Management, Forest Service, USDA. (Committee on Correspondence Study and Extension Education)
- GILLESPIE, CONSTANTINE, (1969). M.A. in L.S., Maryland. Head, Quality Control Staff, Bibliographic Services Division, National Library of Medicine, National Institutes of Health, Department of Health, Education, and Welfare. (Biological Sciences)



- GILCREST, ROBERT A., (1967). M.S., Texas Agricultural and Mechanical. Physical Oceanographer, U. S. Naval Oceanographic Office, Department of the Navy. Taught at Texas Agricultural and Mechanical. (Physical Sciences)
- GIRAYTYS, JAMES, (1964). M.S., Pennsylvania State. Chief, Requirements and Evaluation Branch, Environmental Science Services Administration, Department of Commerce. Taught at Pennsylvania State. (Physical Sciences)
- GOODE, EDWIN R., JR., (1959). D.V.M., Auburn. Assistant Deputy Administrator, Farm Research, Agricultural Research Service, USDA. (Biological Sciences)
- GOODRICH, LORIN L., (1968). M.P.A., Syracuse. Budget Analyst, Office of Administrator, Economic Development Administration, Administration and Program Analysis, Department of Commerce. (Office Techniques)
- GOODYEAR, HUGO V., (1960). B.S., Tampa. Meteorologist (Research), Environmental Science Services Administration, Department of Commerce. Taught at Florida and Tampa. (Physical Sciences)
- GORDON, HAROLD M., (1966). M.A., Temple. Director of Employee Safety, District of Columbia Government. Taught at Temple. (Public Administration)
- GORDON, NATHAN, (1964). B.S., Harvard. Registered Professional Engineer, District of Columbia. Highway Engineer, Department of Public Works, Montgomery County. (Mathematics and Statistics)
- GOULD, NORMAN S., (1968). Ph.D., Florida State. Special Advisor on Washington Affairs, Coordinating Council for Higher Education, State of California. Taught at California, California State Polytechnic, Florida State, and Southern California. (Social Sciences)
- GRANAHAN, DAVID M., (1957). Minneapolis School of Art, Traveling Scholarship. Chief, Exhibit Service, Office of Information, USDA. (Languages and Literature and Technology)
- GRANT, CHARLES L., (1943). Director of Finance and Budget Office, USDA. (Public Administration)
- GREEN, FOREST H., (1959). M.S.C.E., Purdue. Special Engineering Consultant, Bureau of Public Roads, Department of Transportation. Taught at Purdue. (Technology)
- GREENBAUM, LEON J., JR., (1965). Ph.D., Maryland. Commander, Diving Officer, Environmental Stress Division, Naval Medical Research Institute, Department of the Navy. Taught at Maryland Medical School. (Biological Sciences)
- GREENLEE, J. ELTON, (1966). B.A., Howard Payne. Director, Office of Management and Organization, Office of Secretary, Department of the Treasury. (Public Administration)
- GREENWOOD, JAMES W., JR., (1963). M.A., American. Special Assistant to the Assistant Secretary, Office of the Secretary, Department of Health, Education, and Welfare. (Public Administration)
- GREES, LEONARD H., (1963). B.C.S., New York. C.P.A. Assistant Inspector General for Operations, USDA. Taught at St. Mary's (San Antonio, Texas). (Public Administration)
- GREGORY, FRANCIS A., (1969). M.S. in E.E., Massachusetts Institute of Technology. Special Assistant to Associate Manpower Administrator, Department of Labor. Taught at North Carolina A. and T. and Tuskegee. (Technology)
- GROS, CHARLES J., (1967). Budget Analyst, Director of Budget, Office of Civil Defense, Office Secretary of Army, Department of the Army. Taught at Strayer and Washington School for Secretaries. (Office Techniques)
- GRUPENHOFF, JOHN T., (1968). Ph.D., Texas. Director of Field Organization, Department of Health, Education, and Welfare. Taught at Cameron, Maryland, Ohio State, Oklahoma, Texas, and Xavier (Cincinnati). (Public Administration)
- GUDRY, NELSON P., (1947). Geographer, Economic Research Service, USDA. (Mathematics and Statistics)
- GUNTHER, V. SAMUEL, (1959). Chief, Contract and Procurement Management Division, Office of Plant and Operations, USDA. (Public Administration)
- GUYTON, GARLAND S., (1968). M.A., West Virginia. (Languages and Literature)
- HAASER, THEODORE C., (1964). M.C.S., Strayer. C.P.A. Chief, Accident Investigation Division, National Highway Safety Bureau, Department of Transportation. (Public Administration)
- HACKSKAYLO, EDWARD, (1965). Ph.D., George Washington. Plant Physiologist, Division of Timber Management Research, Forest Physiology Laboratory, Forest Service, USDA. Taught at George Washington. (Beltsville Committee)
- HADY, THOMAS F., (1963). Ph.D., Minnesota. Chief, Community Facilities Branch, Economic Development Division, Economic Research Service, USDA. Taught at Minnesota. (Social Sciences)
- HALSMAN, JULIUS, (1955). Chief, Photography Division, Armed Forces Institute of Pathology. (Technology)
- HAMM, JOSEPH F., (1954). B.C.S., Columbus. Head, Reproduction Section, Soil Conservation Service, USDA. (Technology)
- HANSEN, MORRIS H., (1939). M.A., American. Senior Staff Advisor, Westat Research, Inc. Taught at American. (Mathematics and Statistics)
- HARRIS, CASPA L., (1968). J.D., American, Comptroller, Howard University. Taught at Howard. (Public Administration)
- HARRISON, FLOYD P., (1961). Ph.D., Maryland. Associate Professor of Entomology, University of Maryland. (Biological Sciences)
- HARRISON, H., (1962). Ph.D., Catholic. Chief, Electrophysics Branch, Research Division, Office of Advanced Research and Technology, National Aeronautics and Space Administration. Taught at Air Corps Technical School. (Physical Sciences)
- HART, GALEN F., (1968). B.S., Missouri. Mathematical Statistician, Methods Staff, Agricultural Estimates Division, Statistical Reporting Service, USDA. (Mathematics and Statistics)
- HART, WILLIAM J., (1968). M.P.A., Harvard. Senior Associate, Harold F. Wise and Associates. Taught at Utah. (Social Sciences)
- HASPRAY, JOSEPH, (1966). B.C.S., Benjamin Franklin. Director, Office of Management Improvement, USDA. (Office Techniques)
- HAVERLOCK, PETER M., (1966). B.S., Illinois. Systems Engineer, International Business Machines. (Mathematics and Statistics)
- HAVILAND, VIRGINIA, (1968). B.A., Cornell. Head, Children's Book Section, Library of Congress. Taught at New Hampshire, Simmons, and Western Reserve. (Languages and Literature)
- HEARD, J. STEPHEN, (1967). B.S. in M.E., Georgia Institute of Technology. Systems Engineer, International Business Machines Corp. (Mathematics and Statistics)
- HEIM, GORDON F., (1967). B.S., Baltimore. Chief, Division of Audits, Office of Accounting and Finance, Federal Power Commission. (Public Administration)
- HENDEE, CLARE, (1957). M.A., George Washington. Deputy Chief for Administration, Forest Service, USDA. Retired. (Public Administration)
- HENDERSON, C. O., (1942). M.S., Cornell. Executive Director, Organization of Professional Employees, USDA. (Public Administration)
- HENDERSON, DEE W., (1964). M.S., Brigham Young. Associate Head, Special Program, Graduate School, USDA. Taught at Brigham Young. (Languages and Literature)
- HENRY, BENJAMIN L., (1967). M.A., Florida State. Associate Professor, English Department, Montgomery Junior College. Taught at American. (Languages and Literature)
- HERBERT, LEO, (1969). Ph.D., Louisiana State. Director, Office of Personnel Management, General Accounting Office. Taught at Brigham Young, Louisiana State, and Louisiana Polytechnic Institute. (Public Administration)
- HERTZBERG, MARTIN, (1966). Ph.D., Stanford. Senior Research Scientist, Atlantic Research Corporation. Taught at C. W. Post College. (Physical Sciences)
- HIEBER, JOHN G., (1964). M.S. in E.E., Pittsburgh. Power Transmission Engineer, Power Supply Division, Rural Electrification Administration, USDA. Taught at Auburn. (Technology)
- HILBERT, G. E., (1950). Ph.D., Yale. Foreign Food Health Expert, Foreign Agricultural Service, USDA. Retired. (Public Administration)
- HILL, MARY M., (1965). Ed.D., Columbia. Nutritionist, Consumer and Food Economics Research Division, Agricultural Research Service, USDA. Taught at New Jersey and Pennsylvania Public Schools. (Beltsville Committee)

- HIRSCHHORN, MAX, (1965). B.B.A., College of the City of New York. C.P.A. Associate Director, General Accounting Office. (Public Administration)
- HOBBS, ROBERT W., (1966). Ph.D., Michigan. Research Astronomer, Head of Millimeter Wave Astronomy Section, Radio Astronomy Branch, U. S. Naval Research Laboratory, Department of the Navy. (Physical Sciences)
- HOFFMANN, REINHOLD W., (1962). Ph.D., Maryland. Professor of German, Georgetown University. Taught at Catholic, Delaware, Detroit, Institute of Languages and Linguistics, Maryland, and North Dakota. (Languages and Literature)
- HOLLANDER, GERALD M., (1965). M.A., George Washington. Director, Architecture and Engineering, Office of Assistant Administrator for Construction, Veterans Administration. Taught at Los Angeles City College. (Technology)
- HOLT, MAYME W., (1968). M.A., Catholic. Instructor of English, Fairfax County Public School System. Taught at A and T. College of Greensboro. (Languages and Literature)
- HOLTBY, BERT, (1964). M.S., Michigan. Chief, Management Training, Division of Personnel Management, Forest Service, USDA. (Special Program)
- HORD, WARNER H., (1945). M.B.A., Harvard. Director, Bureau of Accounts and Statistics, Civil Aeronautics Board. Taught at Tulane. (Public Administration)
- HORNSTEIN, IRVIN, (1963). Ph.D., Georgetown. Head, Food Lipid Investigations, Human Nutrition Research Division, Agricultural Research Service, USDA. (Physical Sciences)
- HOUSE, PETER W., (1965). Ph.D., Cornell. Director, Urban System Simulations, Washington Center for Metropolitan Studies. (Public Administration)
- HOUSEMAN, EARL E., (1951). M.S., South Dakota. Director, Standards and Research Division, Statistical Reporting Service, USDA. Taught at Iowa State. (Mathematics and Statistics)
- HOWARD, JAMES O., (1960). Ph.D., Iowa. Deputy Assistant Administrator, Foreign Agricultural Service, USDA. Taught at Duke. (Social Sciences)
- HOWCROFT, JAMES G., (1965). M.S., Massachusetts Institute of Technology. Lt. Col., Operating Location 10, Headquarters, Air Weather Service, U. S. Air Force, Department of Defense. Taught at Omaha, Waynesburg, and West Virginia. (Mathematics and Statistics)
- HU, MARGARET S. C., (1968). M.A., Nanking (China). Instructor of Chinese Language. Taught at Maryland. (Languages and Literature)
- HUBBARD, FRANCES C., (1965). B.A., Oberlin. Communication Specialist, Government Employees Insurance Company. Taught at Iowa and Maryland Public Schools. (Languages and Literature)
- HUBBARD, HENRY F., (1955). Ph.D., George Washington. Management Consultant. Taught at George Washington. (Public Administration)
- HUBERTZ, JON M., (1968). M.S., Texas Agricultural and Mechanical. Physical Oceanographer, U. S. Naval Oceanographic Office, Department of the Navy. (Physical Sciences)
- HUDDLESTON, HAROLD F., (1956). M.A., Michigan State. Principal Mathematical Statistician, Statistical Reporting Service, USDA. Taught at Michigan State. (Mathematics and Statistics)
- HURLEY, JOHN J., (1963). M.A., Columbia. Economist, Office of Executive Director, Federal Trade Commission. Taught at Gettysburg, Le Moyne, and William and Mary. (Social Sciences)
- HURTT, ALVIN J., (1961). M.S., Illinois. Chief, Manpower Planning and Development Division, Training and Development Service, Office of Personnel, Veterans Administration. (Public Administration)
- IMAI, EDWIN M., (1966). B.S., Hawaii. International Training Officer, Division Training Center, Plant Quarantine Division, Agricultural Research Service, USDA. (Biological Sciences)
- INK, DWIGHT A., (1969). M.A., Minnesota. Assistant Director for Executive Management, Bureau of the Budget. (Special Program)
- JACKOWSKI, AMIL W., (1966). M.A., George Washington. Management Analyst, Department of the Army, Department of Defense. Taught at Emerson, George Washington, and Strayer. (Office Techniques)
- JACOBS, WALTER W., (1967). Ph.D., George Washington. Commandant, National Cryptologic School, National Security Agency. Taught at American. (Mathematics and Statistics)
- JACOBSEN, CLEVE R., (1966). B.S., Tennessee. Supervisory Electrical Engineer and Head, Section of Interconnection and Coordination, Bureau of Power, Federal Power Commission. Taught at Jackson Junior College. (Technology)
- JAFFÉ, ERWIN, (1947). Ph.D., Harvard. Aeronautical Information Specialist, Cartographic Standards Branch, Flight Service Division, Air Traffic Service, Federal Aviation Administration, Department of Transportation. Taught at Harvard. (Languages and Literature)
- JANICKI, BERNARD W., (1964). Ph.D., George Washington. Research Microbiologist, Veterans Administration Hospital, Veterans Administration. (Biological Sciences)
- JEBENS, ARTHUR B., (1953). J.D., Iowa. Director of Management Research, Office of the Secretary, Department of the Interior. (Public Administration)
- JESSEL, J. J. A., (1942). D.Sc., Harvard. Assistant Chief, Bureau of Power, Federal Power Commission. Taught at Harvard. (Technology)
- JESSOP, BRIAN R., (1964). B.Sc., London. Standardization Engineer, Power Plants Branch, Power Supply Division, Rural Electrification Administration, USDA. (Technology)
- JEX, GARNET W., (1955). M.F.A., George Washington. Chief, Graphics Section, Bureau of State Services, U. S. Public Health Service, Department of Health, Education, and Welfare. *Retired.* (Technology)
- JOFFE, NORMAN, (1962). B.E.E., Catholic. Staff Engineer, International Business Machines. Taught at Virginia. (Technology)
- JOHNS, FRANK G., (1963). M.A., American. Manpower Planning Officer, Central Intelligence Agency. (Public Administration)
- JOHNSON, ELIZABETH B., (1966). Ph.D., Columbia. Taught at Columbia, Connecticut, Hamline, and Wellesley. (Biological Sciences)
- JOHNSON, GARLAND T., (1964). M.S., Cincinnati. Manager-Operations, Toxicology Division, Hazleton Laboratories, Inc. Taught at Cincinnati. (Biological Sciences)
- JOHNSON, JOSEPH P., (1967). M.S., Howard. Operations Research Analyst, Division of Research, Federal Deposit Insurance Corporation. (Mathematics and Statistics)
- JOHNSON, KIMBELL, (1966). B.A., Troy State Teachers. Director, Bureau of Personnel Investigations, Civil Service Commission. Taught in Alabama Public Schools. (Public Administration)
- JOHNSTON, DENIS F., (1962). Ph.D., American. Director, Office of Special Studies, President's Commission on Income Maintenance. Taught at American and Howard. (Social Sciences)
- JONES, ALLEN H., (1957). M.A., Temple. Head, Department of English, Montgomery Community College. Taught at Girard, Montgomery Community College, and Muhlenberg. (Languages and Literature)
- JORANSON, PHILIP N., (1969). Ph.D., California. Taught at Beloit, Institute of Paper Chemistry, and Toulaloo. (Social Sciences)
- JOSLIN, EDWARD O., (1966). M.B.A., Boston College. Computer Equipment Analyst, Department of the Navy. Taught at George Washington. (Public Administration)
- KAHN, JUDITH M., (1969). B.S., Maryland. Systems Engineer, International Business Machine Corp. (Mathematics and Statistics)
- KANTUKA, RUSSELL P., (1967). M.S., Iowa State. Head, Media Services Section, Agricultural Research Service, USDA. Taught at Iowa State and Pennsylvania State. (Biological Sciences)
- KAPLIN, MARGARET D., (1967). B.A., Rochester. Taught at Ithaca. (Languages and Literature)
- KAUFFHOLZ, FERDINAND, (1949). B.C.E., Johns Hopkins. Director, Program Management Office, Public Buildings Service, General Services Administration. *Retired.* (Technology)
- KAZYAK, LEO, (1963). B.S., Detroit. Toxicologist, Division of Biochemistry, Walter Reed Army Institute of Research, Walter Reed Army Medical Center. (Physical Sciences)



- KEANY, JOHN J., (1969). B.S., Boston University. Assistant Director, Office of Plant and Operations, USDA. (Committee on Financial Management)
- KEERDOJA, LINA, (1968). M.S. in L.S., Columbia. Cataloger, Shared Cataloging Division, Library of Congress. (Languages and Literature)
- KEIM, S. D., (1960). B.S., Maryland. Technical Director, Marine Corps and Amphibious Electronics Division, Navy Electronics Systems Command, Department of the Navy. (Technology)
- KELLER, MORTON, (1965). B.Ch.E., College of City of New York. General Physical Scientist, Geodetic Research and Development Laboratory, Office of Geodesy and Photogrammetry, Environmental Science Services Administration, U. S. Coast and Geodetic Survey, Department of Commerce. (Technology)
- KELLEY, HUBERT W., JR., (1969). B.S., Missouri. Director, Information Division, Soil Conservation Service, USDA. (Committee on Publications)
- KELLY, BRUCE W., (1968). Ph.D., Florida. Director, Agricultural Estimates Division, Statistical Reporting Service, USDA. Taught at Florida. (Mathematics and Statistics)
- KELLY, JAMES F., (1966). LL.B., Columbus. Assistant Secretary, Comptroller, Department of Health, Education, and Welfare. Taught at Industrial College of Armed Forces. (Public Administration)
- KELLY, KATHERINE B., (1968). B.A., Notre Dame of Maryland. Research Assistant, Legislation and Research Department, National Rural Electric Cooperative Association. (Languages and Literature)
- KELLY, WILLIAM B., JR., (1963). Ph.D., Fletcher School of Law and Diplomacy, Tufts. Senior International Economist, Office of Special Representative for Trade Negotiations, Executive Office of President. Taught at Boston University, Fletcher School of Law and Diplomacy, and Georgetown. (Social Sciences)
- KEYS, JAMES M., (1969). Ph.D., Madrid (Spain). Special Assistant, Division of Manpower and Training, Federal Water Pollution Control Administration, Department of the Interior. (Social Sciences)
- KIBLER, WILLIAM E., (1963). M.S.A., Georgia. Chief, Research and Development Branch, Statistical Reporting Service, USDA. (Mathematics and Statistics)
- KIEFFER, CHARLES F., (1957). M.P.A., Harvard. Executive Director, Civil Aeronautics Board. (Special Program)
- KIRBY, ROBERT M., (1967). B.S., Maryland. Soil Scientist, Classification and Mapping, Soil Conservation Service, USDA. (Biological Sciences)
- KIRKHAM, MARK M., (1954). Graduate Study, University of Chicago. Management Analyst, Office Funds Management, Department of State. (Office Techniques and Public Administration)
- KLEIN, MAX, (1966). Ph.D., Maryland. Chief, Equation of State Section, Heat Division, National Bureau of Standards, Department of Commerce. Taught at National Institutes of Health. (Physical Sciences)
- KNTPLING, EDWARD F., (1954). Ph.D., Iowa State. Director, Entomology Research Division, Agricultural Research Service, USDA. (Biological Sciences)
- KOCH, E. JAMES, (1953). M.S., North Carolina State. Biometrician, Agricultural Research Service, USDA. (Biological Sciences)
- KOENIG, EDWARD, (1963). M.A., Columbia University. Director, Information Services, International Agricultural Development Service, USDA. (Office Techniques)
- KOSOFKY, LEON J., (1964). M.S., Minnesota. Surface Experiments Program Engineer, (Photographic Systems), Apollo Lunar Exploration, Office of Manned Space Flight, National Aeronautics and Space Administration. (Technology)
- KOTEEN, JACK, (1957). B.A., New York. Chief, Development Administration Division, Agency for International Development, Department of State. Taught at American. (Public Administration)
- KRAFT, RICHARD, (1969). Ph.D., Maryland. Mathematician, Applied Mathematics Division, National Bureau of Standards, Department of Commerce. Taught at Maryland. (Mathematics and Statistics)
- KRAMER, MARTIN, (1969). Ph.D., Oxford. Chief, Division of Social Analysis, Department of Health, Education, and Welfare. Taught at American, California at Los Angeles, Maryland, and Texas. (Social Sciences)
- KRAMER, SAMUEL A., (1962). Ph.D., Ohio State. Associate Professor, Department of Sociology, Catholic University. Taught at Ohio State. (Social Sciences)
- KRAUS, MOELLE B., (1965). Ed.D., American. Research Associate, Office of the Secretary, Smithsonian Institution. Taught at George Washington. (Social Sciences)
- KRIESEBERG, MARTIN, (1952). Ph.D., Harvard. Office of the Administrator, International Agricultural Development Service, USDA. Taught at Michigan. (Public Administration)
- KRUEGER, PAUL F., (1969). M.A., Missouri. Assistant Director (Economic Statistics), Office of Statistical Standards, Bureau of the Budget. Taught at Alabama and Newark. (Mathematics and Statistics)
- KURLANDER, RAYMOND, (1969). B.S., New York. Chief, Finance Section, Office of the Comptroller, Civil Aeronautics Board. (Public Administration)
- KYRIAZIS, CHRIST W., (1969). Ph.D., George Washington. Acting Director, Selection Division, VISTA, Office of Economic Opportunity. Taught at Catholic and George Washington. (Social Sciences)
- LACHER, NATHAN, (1967). LL.B., New York University. C.P.A. Supervisory Auditor, Office of Inspector General, USDA. Taught at American and College of City of New York. (Mathematics and Statistics)
- LAIR, JAMES A., (1966). Chief, Computer Operations, Data Processing Center, Management Systems Division, Bureau of Management Services, U. S. Civil Service Commission. Taught at Washington Data Processing Center. (Mathematics and Statistics)
- LAIRD, ANITA J., (1965). Parsons School of Design. Director, Interior Design, Foreign Buildings Operations, Department of State. (Technology)
- LAND, ROBERT H., (1969). M.A., Virginia. Chief, Assistant Director for Bibliographic and Reference Services, General Reference and Bibliography Division, Library of Congress. Taught at Maryland, Northern Virginia Extension, Richmond Professional Institute, and Virginia. (Languages and Literature)
- LANDAY, DONALD M., (1968). Ph.D., Chicago. Chief, Employee Benefits Branch, Bureau of Labor Statistics, Department of Labor. Taught at American. (Public Administration)
- LANDO, ROBERT H., (1947). M.A., California. Management Analyst, Office of Records Management, National Archives and Records Service, General Services Administration. (Office Techniques)
- LARKIN, PATRICK J., (1966). M.S. in L.S., Catholic. Library Director, George Mason College. (Languages and Literature)
- LA ROCHE, GÉRARD L., (1968). M.A., Harvard. Research Associate, Bureau of Research in Modern Languages, Catholic University. Taught at Boston, George Washington, and Tufts. (Languages and Literature)
- LASAGA, ANTONIO, (1966). LL.D., Habana. Spanish Teacher. (Languages and Literature)
- LAUG, OWEN B., (1966). B.S. in E.E., Maryland. Electronic Engineer, Measurement Engineering Division, National Bureau of Standards, Department of Commerce. Taught at National Bureau of Standards. (Technology)
- LAVELL, ROBERT J., (1967). B.S., Georgetown. Economist, Outdoor Recreation Project Officer, Public Land Review Commission. (Biological Sciences)
- LAZZARI, PIETRO, (1944). Master Artist, Ornamental School of Rome. Belle Art. Portrait artist, landscape painter, and graphic designer. Fulbright Research in Art Media and Technique. Taught at American and Beaux Arts Institute of Design, New York. (Technology)
- LEBOWITZ, ABRAHAM I., (1967). M.S. in L.S., Catholic. Assistant to Director, National Agricultural Library, USDA. (Languages and Literature)
- LEDoux, VIRGINIA W., (1964). Kansas City College of Commerce. (Office Techniques)
- LEEDY, DANIEL L., (1950). Ph.D., Ohio State. Scientist, Office of Water Resources Research, Department of the Interior. (Biological Sciences)
- LEFEBVRE, R. J., (1946). B.Ch., New York. Product Manager, Durolith Corporation, Easton, Maryland. (Technology)

- LEHMANN, RICHARD P., (1963). Ph.D., North Carolina State. Assistant to Director for Statistical Research and Development, Bureau of Veterinary Medicine, Food and Drug Administration, Department of Health, Education, and Welfare. Taught at North Carolina State and Virginia Polytechnic Institute. (Mathematics and Statistics)
- LEHR, PAUL E., (1963). Meteorologist, Office of Director, National Environmental Satellite Center, Environmental Science Services Administration, Department of Commerce. Taught at U. S. Weather School, Chanute Air Force Base (Illinois). (Biological Sciences)
- LEICH, HAROLD H., (1946). M.A., American. Chief, Policy Development Division, Civil Service Commission. (Public Administration)
- LEVERTON, RUTH M., (1962). Ph.D., Chicago. Assistant Deputy Administrator, Office of Administrator, Agricultural Research Service, USDA. Taught at Nebraska and Oklahoma State. (Biological Sciences)
- LEWIS, JEAN E., (1967). English and Shorthand Teacher. Taught at Emerson Institute and U. S. Army Education Center (Linz, Austria). (Languages and Literature and Office Techniques)
- LIEBERMAN, MAURY L., (1968). M.U.R.P., Pittsburgh. Social Planner, Center for Studies of Metropolitan Problems, National Institute of Mental Health, National Institutes of Health, Department of Health, Education, and Welfare. Taught at Rutgers. (Social Sciences)
- LOBB, JAMES H., (1954). B.S., Fordham. Auditor, Division of Audit, Office of Assistant Secretary for Administration, Department of Labor. (Public Administration)
- LOGAN, CHARLES A., (1947). M.S., Kansas State. Director, Division of Operations, Agricultural Research Center, USDA. Taught at Kansas State. (Agricultural Research Center Committee)
- LONG, S. EUGENE, (1968). M.D., George Washington. Director, Program in Social Psychiatry, Behavioral and Clinical Studies Research Center, National Center for Mental Health Services, National Institute of Mental Health, National Institutes of Health, Department of Health, Education, and Welfare. Taught at Washington School of Psychiatry. (Social Sciences)
- LORENTZEN, PAUL B., (1965). M.A., Georgetown. Chief, Division of Programs and Standards, Office of Personnel Management, Department of the Interior. (Public Administration)
- LORENZ, JOHN G., (1969). M.S., Michigan State. Deputy Librarian, Library of Congress. (Special Program)
- LUGENBILL, PHILIP, JR., (1965). Ph.D., Purdue. Assistant Branch Chief, Grain and Forage Insects Research Branch, Entomology Research Division, Agricultural Research Service, USDA. Taught at Purdue. (Beltsville Committee)
- LUICKART, FORDYCE, (1964). B.A., Ohio Wesleyan. Senior Staff, The Brookings Institution. Taught at State Teachers College (Brookport, New York) and Syracuse. (Public Administration)
- LUKSTAT, RICHARD H., (1968). M.S., Boston University. Deputy Chief, Special Events, Office of Information, Office of the Secretary of the Air Force, Department of the Air Force. (Languages and Literature)
- LUTTRELL, DOROTHY M., (1947). Program Manager (Telecommunications Management), Internal Revenue Service, Department of the Treasury. (Office Techniques)
- LUXARDO, ADALCINDA C., (1968). M.Ed., Academia Paranaense de Letras (Brazil). Administrative Officer (Financial-Economic Section), Brazilian Embassy. Taught at Georgetown. (Languages and Literature)
- MAGLEBY, RICHARD S., (1967). Ph.D., Pennsylvania State. Agricultural Economist, Economic Research Service, USDA. (Mathematics and Statistics)
- MAHARAY, GEORGE, (1967). M.A., New York. Director of Personnel, Department of Transportation. (Public Administration)
- MANCINI, ARMANDO, (1966). Ph.D., Georgetown. Research Mathematician, Research Institute, Geodesy, Intelligence, Mapping Research and Development Agency, Department of the Army. Taught at Fort Belvoir. (Technology)
- MANDEL, BENJAMIN J., (1961). Economic Licentiat, Gothenberg School of Economics (Sweden). Professor and Chairman, Department of Statistics, University of Baltimore. Director, Office of Statistical Programs, Bureau of Finance and Administration, Post Office Department. (Mathematics and Statistics and Public Administration)
- MANGHAM, FRANCIS R., (1965). LL.B., North Texas School of Law. Deputy Administrator, Agricultural Research Service, USDA. (Committee on Financial Management)
- MANNING, JOHN G., (1967). M.Ed., Maryland. Director, Adult Programs, Department of Labor. Taught at Denver. (Physical Sciences)
- MARGOLIS, SAM A., (1967). Ph.D., Boston. Biochemist, National Institute of Allergy and Infectious Diseases, National Institutes of Health, Department of Health, Education, and Welfare. Taught at Boston and Rhode Island. (Physical Sciences)
- MARTIN, W. HOWARD, (1956). Corcoran School of Art. Negative Work Supervisor, Cartographic Section, Soil Conservation Service, USDA. (Technology)
- MASON, CHARLES N., SR., (1943). M.A., Montana. Accountant. Taught at George Washington and Montana. (Public Administration)
- MATERAZZI, ALBERT R., (1948). D.Ch., Rome. Vice-president, Research and Development, Litho Chemical and Supply Company, Inc. (Technology)
- MATTHEWS, DANIEL E., (1969). LL.M., Georgetown. Director of Personnel, National Labor Relations Board. Taught at Catholic Law School. (Public Administration)
- MATTHEWS, JOSEPH L., (1952). Ph.D., Chicago. Assistant Administrator for International Extension Programs, Federal Extension Service, USDA. (Committee on Academic Excellence)
- MATTMAN, ALFRED G., (1962). B.S., Florida State. Data System Analyst, Department of Defense. (Mathematics and Statistics)
- MCCART, JOHN A., (1967). B.S., St. Joseph's College (Philadelphia). Operations Director, Government Employees' Council, AFL-CIO. Taught at St. Joseph's. (Public Administration)
- MCCLAINE, E. PAUL, (1963). Ph.D., Florida State. Director, Environmental Sciences Group, National Environmental Satellite Center, Environmental Science Services Administration, Department of Commerce. Taught at Chicago, Florida State, and Washington. (Physical Sciences)
- MCCLEAREN, J. KENDALL, (1946). Director, International Trade Fairs Division, Foreign Agricultural Service, USDA. (Languages and Literature)
- MCCLELLAND, DONALD R., (1969). M.A., Michigan. Associate Curator, National Collection of Fine Arts, Smithsonian Institution. Taught at Catholic and Michigan. (Technology)
- MCCULLOUGH, NORMAN L., (1960). Photographer, Research Analysis Corporation. (Technology)
- MCGANN, LEONARD D., (1962). Director, Division of Data Processing, National Center for Health Statistics, Public Health Service, Department of Health, Education, and Welfare. (Mathematics and Statistics)
- MCGRANE, EDWARD J., (1962). M.S. in E.E., Pennsylvania. Colonel, U. S. Army. Retired. Electrical Engineer, Bell Aerosystems Company. (Mathematics and Statistics)
- MCGREGOR, RUSSELL C., (1968). Ph.D., Michigan. Budget Examiner, Natural Resources Program Division, Bureau of the Budget. (Biological Sciences)
- MCGUIRL, MARLENE C., (1968). J.D., De Paul College of Law. Librarian, D. C. Bar Association Library. (Languages and Literature)
- MCKENNA, DUANE A., (1952). B.F.A., South Dakota. Staff Artist, U. S. News & World Report. (Technology)
- MCPHERSON, JOSEPH J., (1962). E.D., Columbia. Chief, Management Review Center, Office of Education, Department of Health, Education, and Welfare. Taught at Ahmadu Bello (Nigeria), California, Detroit, Drake, Johns Hopkins, and Occidental. (Committee on Academic Excellence and Social Sciences)
- MEALS, L. KENTON, (1967). M.A., Missouri. Head, Engineering Applications Branch, Applied Mathematics Laboratory, Naval Ship and Research Development Center, Department of the Navy. Taught at Dunbarton College of Holy Cross, Gettysburg, Maryland, and Missouri. (Mathematics and Statistics)



- MEEHAN, ROBERT H., (1962). Management Analysis Officer, Federal Highway Administration, Department of Transportation. (Office Techniques)
- MELNICK, EDWARD L., (1964). M.S., Virginia Polytechnic Institute. Mathematical Statistician, Bureau of the Census, Department of Commerce. (Mathematics and Statistics)
- MERCREDY, ROBERT B., (1955). M.A., Maryland. Geographer, Defense Intelligence Agency, Department of Defense. Taught at Maryland. (Technology)
- MERGEN, KATHARINE N., (1967). B.A., Nevada. Public Information Specialist, Educational Relations Section, Information Division, Soil Conservation Service, USDA. Taught at Nevada. (Biological Sciences)
- MERRITT, ALBERT R., (1957). Photographic Technologist, Department of Defense. (Technology)
- MESSERSMITH, DONALD H., (1965). Ph.D., Virginia Polytechnic Institute. Associate Professor, University of Maryland. Taught at Radford. (Biological Sciences)
- MEYER, SUSAN A., (1968). B.F.A., Syracuse. Interior Designer, S. D. Jeffery Associates. (Technology)
- MILHAM, HARRY P., (1947). M.A., Columbia. Washington Manager, Pamphlets, Inc. Taught at American, Mississippi State, and Wisconsin. (Committee on Publications)
- MILES, JEROME A., (1965). M.P.A., Syracuse. Deputy Director, Office of Budget and Finance, USDA. Taught at Syracuse. (Office Techniques)
- MILLER, LEON H., (1962). M.S. in I.E., Purdue. Operations Research Specialist, International Bank for Reconstruction and Development. Taught at Purdue. (Mathematics and Statistics)
- MILLER, MARTIN H., (1955). M.A., Western Reserve. National Manager, U. S. Industrial Payroll Savings Campaign, Savings Bonds Division, Department of the Treasury. Winner of many prizes and trophies for excellence in photography. Associate, Photographic Society of America. (Technology)
- MILLER, NORMA RENO, (1958). M.S., Wisconsin. Assistant Program Information Officer, National Institute of Mental Health, National Institutes of Health, Department of Health, Education, and Welfare. Taught at Maryland and Pittsburgh. (Languages and Literature)
- MILLER, ROBERT H., (1965). Ph.D., North Carolina State. Geneticist, Animal Husbandry Research Division, Agricultural Research Service, USDA. (Mathematics and Statistics)
- MILLER, STANLEY, (1965). Ph.D., Wisconsin. Office of Policy Planning, Federal Highway Administration, Department of Transportation. Taught at Maryland and State University of New York at Oswego. (Social Sciences)
- MILWEE, WILLIAM I., JR., (1969). M.S., Webb Institute of Naval Architecture. Lieutenant Commander, U. S. Navy, Navy Experimental Diving Unit, Department of the Navy. (Mathematics and Statistics)
- MINOR, WILLIAM A., (1946). B.S.A., Georgia. Assistant Administrator for Management, Foreign Agricultural Service, USDA. (Public Administration)
- MITCHELL, EUGENE B., (1962). M.S., Massachusetts Institute of Technology. Officer in Charge, U. S. Navy Experimental Diving Unit, Department of the Navy. Taught at Maryland, Virginia, William and Mary, and U. S. Naval Postgraduate School. (Mathematics and Statistics)
- MONDELLO, ANTHONY L., (1969). LL.B., Columbia. General Counsel, Office of the General Counsel, Civil Service Commission. (Public Administration)
- MONNEY, NEIL T., (1969). Ph.D., Washington. Project Officer for Seafloor Engineering, Headquarters Naval Material Command, U. S. Navy. (Physical Sciences)
- MONSON, GALE, (1965). B.S., North Dakota State. Refuge Manager (Administrative), Division of Wildlife Refuges, Bureau of Sport Fisheries and Wildlife, Fish and Wildlife Service, Department of the Interior. (Biological Sciences)
- MOORE, R. PAUL, (1967). M.E.S., North Carolina State. Mathematical Statistician, Standards and Research Division, Statistical Reporting Service, USDA. (Mathematics and Statistics)
- MORAN, LEILA P., (1963). M.A., George Washington. Chief, Division of Acquisitions, National Agricultural Library, USDA. (Languages and Literature)
- MORGAN, EMMA, (1958). Cortland Teachers. C.E.H. Chief Housekeeper, D. C. General Hospital. *Retired*. Former Member of National Board of National Executive Housekeepers Association. Guest Lecturer, Lewis Hotel School. Special Instructor, Hospital Housekeeping Consultant. (Technology)
- MORIARTY, EDWARD J., (1965). B.A., Holy Cross. Assistant Director, Personnel Management Division, Rural Electrification Administration, USDA. (Office Techniques)
- MORLET, BARBARA W., (1967). B.A., Pennsylvania State. Training Specialist, Extension Studies Program, Office of Academic Relations, Foreign Service Institute, Department of State. (Committee on Correspondence Study and Extension Education)
- MOSEMAN, JACK, (1964). Ph.D., Tennessee. Senior Vice President, Leasco Systems and Research Corporation. Taught at George Washington, Queens and Tennessee. (Mathematics and Statistics)
- MOSTOW, ELMER, (1947). LL.M., George Washington. Director, Office of Plant and Operations, USDA. (Public Administration)
- MOUNDALEXIS, JOHN, (1966). B.S. in A.E., New York. Deputy Chief, Management Analysis Division, Office of Management Systems, Federal Aviation Administration, Department of Transportation. Taught at Army Management Engineering Training Agency. (Public Administration)
- MOURE, RUPERT F., (1961). M.A., George Washington. Executive Officer, Food and Drug Administration, Department of Health, Education, and Welfare. Taught at Arlington County (Virginia) Schools. (Languages and Literature)
- MOUSER, C. M., (1953). M.A., Louisiana State. Chief Clerk, Senate Committee on Agriculture and Forestry. Taught at Sam Houston State and Northwestern State. (Office Techniques)
- MULHEARN, FRANCIS J., (1965). D.V.M., Auburn. Deputy Administrator, Regulatory and Control, Agricultural Research Service, USDA. (Special Program)
- MULLEN, ROY R., (1963). B.S., American. Supervisory Civil Engineer, Chief, Branch of Photogrammetry, U. S. Geological Survey, Department of the Interior. (Technology)
- MUROW, BEN, (1956). Assistant Chief, Arts and Graphics Division, Office of Information, USDA. Taught at Columbia Technical Institute and Washington and Lee. (Languages and Literature)
- MURPHY, JOAN ANN, (1966). B.A., Hunter. Instructor, Dunbarton College. Taught in Public Schools of New York and Virginia. (Office Techniques)
- MURRAY, RICHARD W., (1968). B.S., Mount St. Mary's College (Emmitsburg, Maryland). Director, Budget Planning and Presentation, Office of Deputy Under Secretary for Administration, Department of State. Taught at Foreign Service Institute. (Office Techniques)
- MUSCHTER, ERWIN H., (1965). Computer Programming Instructor and Analyst. Taught at Control Data Corporation, St. Paul Vocational School, U. S. Army Defense School, and U. S. Navy Electronics School. (Mathematics and Statistics)
- MUTH, GEORGE E., (1960). LL.B., George Washington. President, Geo. F. Muth Co., Inc., Washington D. C. (Technology)
- MYER, RUTH E., (1966). Ph.D., American. Research Psychologist, Personnel Measurement Research and Development Center, Bureau of Policies and Standards, Civil Service Commission. Taught at George Washington and Virginia. (Social Sciences)
- MYLANDER, W. CHARLES, (1968). S.M., Massachusetts Institute of Technology. Member of Technical Staff, Research Analysis Corporation. (Mathematics and Statistics)
- NALESZKIEWICZ, VLADIMIR, (1968). Ph.D., Strasbourg (France). Manager, Department of Economic Analysis and Forecasting, Financial Planning Division, Communications Satellite Corporation. Taught at Henderson State, Marquette, Notre Dame, and St. Benedict's. (Mathematics and Statistics)
- NANNES, CASPAR H., (1968). Ph.D., Pennsylvania. *The Evening Star-The Sunday Star, Retired*. Taught at Illinois and Rutgers. (Languages and Literature)
- NATRELLA, VITO, (1969). M.A., American. Director, Statistics Division, Internal Revenue Service, Department of the Treasury. (Mathematics and Statistics)

- NEIL, ERIKA R., (1968). Heidelberg (Germany). Taught at Maryland. (Languages and Literature)
- NELSON, PAUL E., JR., (1963). Ph.D., Iowa State. Leader, Input Marketing Research Group, Marketing Economics Division, Economic Research Service, USDA. Taught at Denison, Iowa State, Maryland, and Minnesota. (Social Sciences)
- NEUMAN, MARY A., (1967). M.A., Howard. Instructor, Howard University. (Languages and Literature)
- NEWHALL, FRANKLIN, (1968). M.S., Iowa State. Climatologist, World Soil Geography Unit, Soil Survey, Soil Conservation Service, USDA. (Physical Sciences)
- NEWMAN, ARTHUR E., (1963). B.S., American. Director, Office of Systems Planning and Data Processing, Howard University. (Social Sciences)
- NEYMAN, GEORGE P., III, (1969). M.S., Webb Institute of Naval Architecture. Naval Officer, Naval Ships Systems Command, Department of the Navy. Taught at Washington. (Mathematics and Statistics)
- NICHOLS, A. J., (1952). D.P.A., Harvard. Regional Coordinator, Latin American Area, Foreign Agricultural Service, USDA. (Public Administration)
- NICHOLSON, ROBERT E., (1964). B.A., American. Data Systems Analyst, National Security Agency, Department of Defense. (Mathematics and Statistics and Office Techniques)
- NICKERSON, ROBERT L., (1968). M.S., Illinois. Structural Engineer, Bureau of Public Roads, Department of Transportation. (Technology)
- NICOLL, DONALD E., (1966). M.A., Pennsylvania State. Administrative Assistant to Senator Edmund S. Muskie of Maine. Taught at Pennsylvania State University. (Social Sciences)
- NIGHTLINGER, ELIZABETH B., (1964). M.A., George Washington. Former Assistant Curator, National Portrait Gallery, Smithsonian Institution. Instructor, University of Virginia. Taught at Florida and George Washington. (Technology)
- NISSELSOHN, HAROLD, (1946). B.S., College of the City of New York. Group Senior Scientist, Leasco Systems and Research Corporation. Taught at American. (Mathematics and Statistics)
- NOORDHOFF, LYMAN J., (1963). M.S., Wisconsin. Extension Specialist, Office of International Federal Extension Service, USDA. (Office Techniques)
- NORRIS, KARL H., (1961). B.S., Pennsylvania State. Director, Instrumentation Research Laboratory, Market Quality Research Division, Agricultural Research Service, USDA. (Beltsville Committee)
- NOWOTNY, ALBERT J., (1964). M.A., Texas. Technical Director, Compunetics Corporation. Taught at Dayton, San Bernardino Valley, and Texas. (Mathematics and Statistics)
- NUCCI, HUBERT P., (1961). B.A., University of the Americas. Chief, Systems and Programming Branch, Federal Highway Administration, Department of Transportation. (Mathematics and Statistics and Office Techniques)
- NUNN, W. R., JR., (1961). B.S. in C.E., Oklahoma. Director, Aeronautical Division, U. S. Naval Oceanographic Office, Department of the Navy. (Technology)
- OGDEN, EDWARD G., (1968). Nav.E., Massachusetts Institute of Technology. Lieutenant Commander, Logistics Systems Planning/Ship Design, Office of Chief of Naval Operations, Department of the Navy. (Mathematics and Statistics)
- OGANOVIC, NICHOLAS J., (1965). M.A., Minnesota. Executive Director, Civil Service Commission. Taught in Minnesota High Schools. (Public Administration)
- OLESEN, YVONNE L., (1964). B.A., Union College (Nebraska). Taught at Columbia Union. (Office Techniques)
- OLSON, KENNETH W., (1952). M.A., Michigan. Director, Foreign Market Information Division, Foreign Agricultural Service, USDA. Taught at Minnesota. (Languages and Literature)
- ORTNER, DONALD J., (1966). M.A., Syracuse. Research Assistant, Division of Physical Anthropology, U. S. National Museum, Smithsonian Institution. Taught at Columbia Union. (Social Sciences)
- OSBORN, BEN O., (1961). B.S., Oklahoma State. Writer-Editor, Information Division, Soil Conservation Service, USDA. (Biological Sciences)
- OTERO, JOSÉ, (1959). Graduate in Pedagogy, Escuela de Estudios Superiores del Magisterio. Editor in Spanish, Pan American Health Organization. *Retired*. Taught at Barcelona, Ciudad Real, Escuela Normal del Magisterio, Union Theological Seminary (Buenos Aires), and Waynesburg. (Languages and Literature)
- PALENSKI, DANIEL E., (1963). M.B.A., American. Comptroller, Naval Ship Research and Development Center, Department of the Navy. (Public Administration)
- PARMENTIER, MICHAEL A., (1969). M.S., New York. Mathematician, Data Services Center, U. S. Air Force. (Mathematics and Statistics)
- PARROTT, THOMAS C., (1965). LL.B., Southeastern. Assistant Commissioner, Field, Social Security Administration, Department of Health, Education, and Welfare. (Beltsville Committee)
- PARSEGAN, V. ADRIAN, (1969). Ph.D., Harvard. Research Physicist, Physical Sciences Laboratory, Division Computer Research and Technology, National Institutes of Health, Department of Health, Education, and Welfare. (Physical Sciences)
- PAUL, ALLEN B., (1968). Ph.D., Illinois. Agricultural Economist, Price and Pricing Policy Research Group, Competition and Pricing Branch, Marketing Economics Division, Economic Research Service, USDA. Taught at Illinois. (Social Sciences)
- PAULUS, WILLIAM C., (1967). B.S., College of City of New York. Oceanographer-Instructor, U. S. Naval Oceanographic Office, Department of the Navy. (Physical Sciences)
- PELCZAR, MICHAEL J., JR., (1966). Ph.D., State University of Iowa. Vice President for Graduate Studies and Research, University of Maryland. (Biological Sciences)
- PELL, S. EDWARD, (1968). Senior Customer Engineer, Field Engineering Division, International Business Machines. (Mathematics and Statistics)
- PELLERZI, LEO M., (1969). LL.M., George Washington. Assistant Attorney for Administration, Department of Justice. (Public Administration)
- PELOQUIN, ROBERT A., (1968). B.A., New Hampshire. Physical Oceanographer, U. S. Naval Oceanographic Office, Department of the Navy. (Physical Sciences)
- PERLMUTTER, JEROME H., (1955). M.A., American. Chief, Publishing and Reproduction Services, Department of State. Taught at Maryland. (Committee on Publications and Languages and Literature)
- PETERSEN, GERALD A., (1965). M.E.A., George Washington. Chief, Data Processing Branch, Systems Plans and Design Division, Weather Bureau, Department of Commerce. (Physical Sciences)
- PHAGAN, FRED H., (1967). M.A., East Tennessee State. Reading Specialist, Montgomery Community College. (Languages and Literature)
- PHILEO, ROBERT S., (1964). B.S., Wisconsin. Acting Assistant Director for Training and Employee Development, Office of Personnel Management, National Institutes of Health, Department of Health, Education, and Welfare. (Special Programs)
- PHILLIPS, CLARKE W., (1957). M.C.S., Benjamin Franklin. Chief, Technical Accounting Staff, Borrowers Financial Management Division, Rural Electrification Administration, USDA. (Committee on Correspondence Study and Extension Education)
- PICCOLO, ANTHONY R., (1965). Ph.D., Maryland. Head, Data Applications Branch, National Oceanographic Data Center. Taught at Maryland and Prince Georges Community College. (Physical Sciences)
- PICKARD, HOWARD B., (1969). LL.M., George Washington. Deputy Director (Attorney), Commodity Stabilization Division, Office of the General Counsel, USDA. (Public Administration)
- PIERCE, ELLIOTT S., (1968). Ph.D., Yale. Deputy Director, Division of Nuclear Education and Training, Atomic Energy Commission. Taught at Massachusetts. (Physical Sciences)
- PIERSON, WESLEY C., (1966). Ph.D., Lyon. Teacher, University of Maryland (Baltimore County). (Social Sciences)
- PINON, GUILLERMO S., (1968). Member of Technical Staff (Programmer/Analyst), Informatic, Inc. (Mathematics and Statistics)



- PIQUET, HOWARD S., (1939). Ph.D., Princeton. Consulting Economist. Until 1969, Senior Specialist in International Economics, Legislative Reference Service, Library of Congress. Taught at American, California, New York, Oregon, Princeton, and Washington. (Social Sciences)
- PITCHELL, ROBERT J., (1966). Ph.D., California. Executive Director, National University Extension Association. Taught at Indiana and Purdue. (Public Administration)
- PITCHER, ROBERT D., (1966). M.A., Colgate. Personnel Management Specialist, Compensation and Executive Staffing Division, Office of Personnel and Training, Department of Transportation. Taught at Colgate and Franklin and Marshall. (Public Administration)
- PLATT, ALAN O., (1963). B.S., Illinois Institute of Technology. Manager, Reliability, Communications and Systems, Inc. Taught at Illinois Institute of Technology. (Mathematics and Statistics and Technology)
- PLEDGER, DONALD B., (1967). M.L.A., Georgia. Landscape Architect, Master Planning Branch, Installations Planning Division, Naval Facilities Engineering Command, U. S. Navy. Taught at Georgia. (Technology)
- POHLAND, ALBERT E., (1967.). Ph.D., Colorado State. Research Chemist, Food and Drug Administration, Department of Health, Education, and Welfare. Taught at American. (Physical Sciences)
- PORTER, JAMES A., (1965). M.A., Institute of Fine Arts, New York. Professor, Head, Department of Art, College of Fine Arts, Howard University. (Technology)
- PRICE, H. WALTER, (1953). B.S., Drexel Institute of Technology. Chief, Computer Operations, Harry Diamond Laboratory. (Technology)
- PURDY, ELBRIDGE C., (1943). Master of Photography, Division of Photography, Office of Information, USDA. Retired. (Technology)
- RAFF, MORTON S., (1961). M.A., American. Mathematical Statistician, Biometrics Research Branch, National Heart Institute, National Institutes of Health, Department of Health, Education, and Welfare. Taught at John Hopkins. (Mathematics and Statistics)
- RANKIN, WILLIAM J., (1959). Photographer, Soil Conservation Service, USDA. (Technology)
- RAPP, WILLIAM F., (1958). B.A., Loyola (California). Director, Office of Management and Organization, Department of Commerce. (Public Administration)
- RASMUSSEN, WAYNE D., (1950). Ph.D., George Washington. Agricultural Historian, Economic Research Service, USDA. (Committee on Academic Excellence and Public Administration)
- RAUSCHER, CHARLES B., (1963). Employee Development Officer, Office of the Secretary, Department of Health, Education, and Welfare. (Committee on Correspondence Study and Extension Education)
- REDMER, PAUL C., (1967). B.A., Chicago. Computer Specialist, Office of Management Improvement, USDA. (Office Techniques)
- REED, ROBERT C., (1960). M.A., Bowling Green. Instructor, St. Stephens School. Taught at Bowling Green, George Washington, and Maryland. (Languages and Literature)
- REICE, DAVID, (1946). LL.B., Fordham. Attorney at Law. (Public Administration)
- RENNIE, LEONARD C., (1967). President and Chairman, Design and Production, Inc., Plastow and Goepel Productions, Inc. Chairman and President. Basic Boats, Inc. (Technology)
- REYNOLDS, JAMES E., (1961). B.A., George Washington. Chief, Current Information Branch, Information Division, Agricultural Research Service, USDA. (Languages and Literature)
- REZNIKOFF, DAVID, (1959). College of the City of New York. Contract Compliance Representative, Government Printing Office. (Technology)
- RICE, WILLIAM B., (1952). Director of Administration, Office of Emergency Planning, Executive Office of the President. (Office Techniques)
- RICHARDSON, GARY V., (1966). Ph.D., Virginia Polytechnic Institute. Biometrician, Biometrical Service Staff, Agricultural Research Service, USDA. (Mathematics and Statistics)
- RICHARDSON, GILBERT P., (1959). M.A., Peabody College. Professor, Social Sciences (International Relations-Political Sciences), Department of Defense. Taught at Florida Southern and Pepperdine. (Social Sciences)
- RICHARDSON, JOHN M., (1966). B.S., Southern Mississippi. Computers System Analyst, Bureau of Prisons, Department of Justice. Taught in Public Schools of Mississippi. (Mathematics and Statistics and Office Techniques)
- RICHTER, NICHOLAS, (1966). M.A., Moscow. Instructor in Russian. Taught at George Washington and Army and Navy Intelligence Schools. (Languages and Literature)
- RIXSE, JOHN H., JR., (1958). B.S. in E.E., George Washington. Registered Professional Engineer. Chief, Power Division, Office of Engineering, Agency for International Development, Department of State. Taught at Virginia. (Technology)
- ROBBINS, BORIS, (1966). B.C.S., Benjamin Franklin. Management Analyst, Office of Management Improvement, USDA. (Office Techniques)
- ROBERTS, WALTER L., (1967). B.S., West Virginia Institute of Technology. Technical Representative, Vitro Corporation of America. (Technology)
- ROBIN, EDWARD A., (1962). M.S. in E.E., New York. Advisory Programmer, Air Traffic Control Advanced Development, Federal System Division, International Business Machines Corp. (Mathematics and Statistics)
- ROBINSON, BENJAMIN F., (1962). B.S., Indiana. Assistant Inspector General, Office of Inspector General, USDA. Taught at Indiana. (Committee on Financial Management)
- ROBINSON, IMOGENE G., (1968). M.A., Howard. Instructor of English, Howard. Taught in District of Columbia Schools. (Languages and Literature)
- RODBELL, OSCAR, (1956). Chief, Color Photographic Branch, Armed Forces Institute of Pathology, Walter Reed Army Medical Center. (Technology)
- ROJKO, ANTHONY S., (1959). M.S., Connecticut. Foreign Regional Analysis Division, Economic Research Service, USDA. Taught at Connecticut. (Mathematics and Statistics)
- ROSE, LOUCIANA G. M., (1967). M.S. in L.S., Catholic. Taught at Catholic. (Languages and Literature)
- ROSENZWEIG, BENJAMIN, (1951). M.S., in Ch.E., College of the City of New York. Executive Director Cooperative Institute Association. (Technology)
- ROSSOW, GERALD L., (1969). B.S., Minnesota. Programmer-Analyst, Bureau of Personnel, U. S. Navy Taught at Minnesota. (Mathematics and Statistics)
- RUFFERT, M. CLARE, (1947). M.A., George Washington. Coordinator, Adult Services, D. C. Public Library. Retired. (Committee on Academic Excellence and Languages and Literature)
- SALYER, JAMES W., (1967). M.A., Missouri. Assistant Branch Chief, Branch of Wildlife, Division of Wildlife Refuges, Bureau of Sport Fisheries and Wildlife, Department of the Interior. (Biological Sciences)
- SAMPSON, CARAL ANN, (1966). B.S., Carnegie Institute of Technology. Systems Analyst, Applied Data Research, Inc. (Mathematics and Statistics)
- SANBURN, WESLEY E., (1964). B.A., Florida. Mathematician, Computer Sciences Laboratory, Engineer Topographic Laboratories, Fort Belvoir. (Mathematics and Statistics)
- SAWCHUK, HENRY A., (1949). M.S., College of the City of New York. Emergency Planning Engineer, Office of Engineering, Bureau of Public Roads, Department of Transportation. (Technology)
- SCHAAL, WILBERT, (1956). B.S., Ohio State. International Trade Fair Director, Foreign Agricultural Service, USDA. (Languages and Literature)
- SCHAEFER, WILLIS C., (1967). Ph.D., Chicago. Public Administration Advisor, Office of Personnel, Agency for International Development, Department of State. (Mathematics and Statistics)
- SCHAEFFER, GIDEON W., (1967). Ph.D., Nebraska. Research Plant Physiologist, Tobacco Investigation, Crops Research Division, Agricultural Research Service, USDA. (Biological Sciences)
- SCHERSCHEL, FRANK J., (1964). Photographic Laboratory, U. S. Information Agency. News and Magazine Photographer, *Milwaukee Journal and Life Magazine*. (Technology)

- SCHLEIDT, WOLFGANG M., (1968). Ph.D., Vienna (Austria). Professor of Zoology, University of Maryland. Taught at Maryland. (Biological Sciences)
- SCHLEYER, JAMES W., (1967). B.A. Pratt Institute. Visual Information Specialist, Exhibits Service, Office of Information, USDA. (Technology)
- SCHNEIDER, SIDNEY, (1955). B.A., Brooklyn. Program Analysis Officer, General Services Administration. (Public Administration)
- SCHROYER, CHARLES W. (1969). Computer Specialist, Division of Research, Federal Deposit Insurance Corporation. (Office Techniques)
- SCHULE, JOHN J., JR., (1954). B.A., St. John's (New York). Director, Research and Development, U. S. Naval Oceanographic Office, Department of the Navy. Taught at New York. (Physical Sciences)
- SCHULMAN, FRED, (1957). Ph.D., Georgetown. Chief, Nuclear Electric Power Systems, National Aeronautics and Space Administration. Taught at Tennessee, and Virginia Polytechnic. (Committee on Academic Excellence, Physical Sciences, and Technology)
- SCHULTZ, EDWARD W., (1963). B.S., Oregon State. Deputy Chief Forester, Administration, Forest Service, USDA. (Committee on Financial Management)
- SCHUMAKER, ARLYN D., (1969). M.S., Georgia Institute of Technology. Systems Analyst, Computation Division, Costing Techniques Branch, Air Force Data Services Center, Headquarters, U. S. Air Force. (Mathematics and Statistics)
- SCHWARTZ, HYMAN A., (1967). C.E., Swiss Federal Institute of Technology. Chief, Research and Development Branch, Policy and Analysis Division, Civil Works Directorate, Office of Chief of Engineers, Corps of Engineers, Department of the Army. Taught at Columbia Technical Institute and George Washington. (Technology)
- SCHWARTZ, SID L., (1965). St. John's (New York). Audio-Visual and Public Affairs Specialist, Audio-Visual Branch, Division of Public Information, U. S. Atomic Energy Commission. Taught at Army Air Force Photographic School. (Languages and Literature)
- SCIALDONE, EUGENE D., (1966). Equipment Specialist (Photographic), Photographic Division, Naval Air Systems Command, Department of the Navy. (Technology)
- SCICHLONE, A. R., (1965). Advisory Systems Engineer, International Business Machines. Taught at Federal Reserve Board and Treasury. (Mathematics and Statistics)
- SCOTT, FRANCIS J., JR., (1967). B.A., Michigan. Programmer-Analyst, Planning Research Corporation. (Physical Sciences)
- SEARS, FRANK D., (1965). M.S. in C.E., Pennsylvania State. Bridge Engineer, Bridge Division, Bureau of Public Roads, Department of Transportation. Taught at Pennsylvania State. (Technology)
- SERMAN, NATHAN, (1966). M.S., Illinois. Nuclear Physicist, Head, Counter Techniques Section, Laboratory for Cosmic Ray Physics, U. S. Naval Research Laboratory, Department of the Navy. Taught at Maryland. (Physical Sciences)
- SELLERS, ASHLEY, (1941). S.J.D., Harvard. Attorney at Law. Taught at Emory and Georgia. (Public Administration)
- SHAPIRO, HARVEY, (1962). Ph.D., Wisconsin. Fiscal Economist, Office of Tax Analysis, Department of Treasury. Taught at Iowa State and Wisconsin. (Social Sciences)
- SHARP, MAY P., (1968). B.A., Augustana. Editor, Publishing and Reproduction Services Division, Editorial Branch, Department of State. (Languages and Literature)
- SHAW, GOLDIA B., (1967). B.S., Nebraska. Training Instructor, Division of Departmental Programs, Office of Personnel, Department of Labor. (Office Techniques)
- SHERROD, JOHN, (1958). M.S., Pennsylvania State. Director, National Agricultural Library, USDA. Taught at Drexel Institute of Technology, Pennsylvania State, and Rutgers. (Languages and Literature)
- SHINE, ROBERT J., (1968). Ph.D., Pennsylvania State. Assistant Professor, Department of Chemistry, Trinity College. Taught at American and Trinity. (Physical Sciences)
- SHIRAKAWA, HAROLD S., (1963). Ph.D., Notre Dame. In Charge, Division Training Center, Plant Quarantine Division, Agricultural Research Service, USDA. Yale-Bishop Museum Fellow. Taught at Hawaii and Notre Dame. (Biological Sciences)
- SHORTTRIDGE, JOHN, (1963). M.M., Indiana. Teacher, Hawthorne School. Harpsichord Maker and formerly Associate Curator of Cultural History, Smithsonian Institution. Taught at Chama (New Mexico) Schools. (Technology)
- SHOUB, EARLE P., (1963). B.S., Polytechnic Institute of Brooklyn. Chief, Division of Accident Prevention and Health, U. S. Bureau of Mines, Department of the Interior. Taught at Pittsburgh. (Public Administration)
- SIEGEL, JACOB S., (1949). M.A., Pennsylvania. Staff Assistant, Population Division, Bureau of the Census, Department of Commerce. Taught at Chile (Santiago). (Mathematics and Statistics and Social Sciences)
- SIEMS, H. GERARD F., (1965). B.A., Johns Hopkins. Research Associate, Bureau of Modern Languages, Catholic University. Taught at Baltimore City College and Catholic. (Languages and Literature)
- SILVERMAN, EMANUEL M., (1965). Assistant Administrator for Administration, Social and Rehabilitation Services, Department of Health, Education, and Welfare. (Public Administration)
- SIMMONS, WALT R., (1957). M.A., Kansas. Assistant Director, Research and Scientific Methods, National Center for Health Statistics, Department of Health, Education, and Welfare. Taught at American and Kansas. (Mathematics and Statistics)
- SIMON, JOSEPH J., (1967). M.A., Yale. Research Analyst, Central Intelligence Agency. (Social Sciences)
- SIMPSON, JAMES D., (1965). B.S., Oklahoma State. Supervisory Soil Scientist, Branch of Land Operations, Bureau of Indian Affairs, Department of the Interior. (Biological Sciences)
- SIMS, LEWIS B., (1965). M.A., California. Management Analysis Officer and Orientation Lecturer, Office of Administrator, Health Services and Mental Health Administration, Department of Health, Education, and Welfare. Taught at California at Los Angeles. (Public Administration)
- SINGLETON, CARRY B., JR., (1961). M.A., American and Maryland. International Agricultural Economist, Foreign Regional Analysis Division, Economic Research Service, USDA. Taught at Southeastern and Virginia. (Social Sciences)
- SIRKEN, MONROE G., (1968). Ph.D., Washington. Director, Office of Statistical Methods, National Center for Health Statistics, Public Health Service, Department of Health, Education, and Welfare. Taught at California and Washington. (Mathematics and Statistics)
- SITKO, WILLIAM V., (1965). B.S., Scranton. Supervisory Operating Accountant, General Accounting, Accounting Operations Division, Federal Aviation Administration, Department of Transportation. (Public Administration)
- SKINNER, FRANK E., (1967). M.A., Catholic. Supervisory Systems Accountant, Office of Comptroller, Department of Health, Education, and Welfare. (Public Administration)
- SLINGLUFF, BENJAMIN F., (1964). B.S. in E.E., Drexel Institute of Technology. Engineer, Potomac Electric Power Company. Taught at George Washington. (Technology)
- SLONIM, CHARLES E., (1963). Nav. E., Massachusetts Institute of Technology. Project Manager, Naval Ships Systems Command, Department of the Navy. Taught at Olympic and Vallejo Junior Colleges. (Mathematics and Statistics)
- SMITH, ALBERT E., (1964). M.A., Illinois. Head, Computer Systems and Applications Branch, Naval Ship Systems Command, Department of the Navy. Taught at Illinois Public Schools and U. S. Navy. (Physical Sciences)
- SMITH, PETER A., (1966). B.S., Georgetown. Chief, Editorial Services, Division of Publishing and Reproduction Services, Department of State. Taught at Foreign Service Institute. (Languages and Literature and Committee on Publications)
- SMITH, ROBERT S., (1964). Ph.D., Illinois. Operations Analyst, Research Analysis Corporation. Taught at Illinois. (Technology)



- SOKOL, SIDNEY S., (1963). M.B.A., College of the City of New York. C.P.A. Commissioner of Accounts, Bureau of Accounts, Department of the Treasury. (Public Administration)
- SOPER, EARL T., JR., (1969). Staff Officer for Publications and Audio Visuals, Office of Management Systems, Office of the Secretary, Department of Transportation. (Committee on Publications)
- SOUTHARD, RUPERT B., JR., (1957). B.C.E., Syracuse. Civil Engineer. Assistant Chief, Topographic Engineer for Plans and Program Development, Topographic Division, U. S. Geological Survey, Department of the Interior. (Technology)
- SPEHR, PAUL C., (1968). B.A., Kenyon. Motion Picture Specialist, Motion Picture Section, Prints and Photographs Division, Library of Congress. (Technology)
- SPOONER, GORDON F., (1967). M.S., Rensselaer Polytechnic Institute. Industrial Engineer, Naval Ship Systems Command, Department of the Navy. Taught at Philippines. (Mathematics and Statistics)
- STAMBUL-SHEIK, LEONIDE, (1966). Ph.D., Technical University (Prague). Electronic Engineer, Research and Development, Federal Aviation Administration, Department of Transportation. Taught at Junior Colleges in Czechoslovakia. (Mathematics and Statistics)
- STAMMEYER, EUGENE, (1958). Ph.D., Dipl. Clin., Catholic. Supervisory Psychologist, Psychology Branch, St. Elizabeths Hospital, Department of Health, Education, and Welfare. Taught at Catholic, George Washington, and Loras. (Social Sciences)
- STANDIFER, G. VAN, (1966). Supervisory Computer Systems Analyst, Federal Highway Administration, Department of Transportation. (Mathematics and Statistics)
- STARNES, HENRY C., (1957). B.A., George Washington. Director, Personnel Management Division, Rural Electrification Administration, USDA. (Office Techniques and Correspondence)
- STARR, PENELOPE C., (1965). M.C.P., Harvard. Artist and Urban Planning Consultant. (Technology)
- STAUBER, B. RALPH, (1931). M.A., Minnesota. Chief, Agricultural Prices and Labor Branch, Statistical Reporting Service, USDA. Taught at Minnesota. (Mathematics and Statistics)
- STEARN, JOSEPH L., (1957). M.S., College of the City of New York. Research Mathematician, U. S. Coast and Geodetic Survey, Department of Commerce. *Retired*. Taught at George Washington and Virginia. (Mathematics and Statistics)
- STEELE, HARRY A., (1961). M.S., South Dakota State. Assistant Director for Planning and Research Advisor, Water Resources Council. (Social Sciences)
- STEELE, JAMES D., (1968). M.E. in I.E., Missouri. Programmer-Analyst, Operations Analysis Branch, Bureau of Naval Personnel, U. S. Navy. (Mathematics and Statistics)
- STEINBERG, JOSEPH, (1942). B.S., College of the City of New York. Chief Mathematical Statistician, Office of Research and Statistics, Social Security Administration, Department of Health, Education, and Welfare. (Mathematics and Statistics)
- STEMBEL, DAVID M., JR., (1968). Nav. E., Massachusetts Institute of Technology. Commander, Naval Ship Systems Command, Headquarters, U. S. Navy. (Mathematics and Statistics)
- STEWART, WARD, (1942). Ph.D., Harvard. Director of Field Services, Bureau of Higher Education, Office of Education, Department of Health, Education, and Welfare. (Public Administration)
- STOCKARD, JAMES G., (1956). M.A., American. Assistant Director, U. S. Postal Service Institute, Post Office Department. (Public Administration)
- STONE, HAROLD A., (1946). M.S.P.A., Syracuse. M.E., Ohio State. Consulting Management Engineer. (Public Administration)
- STRATTON, CHARLES J., (1964). M.C.S., Southeastern. Special Assistant, Office of Financial Management, Health Services and Mental Health Administration, Department of Health, Education, and Welfare. (Mathematics and Statistics)
- STREET, DAVID L., (1962). B.S., Colorado. Representative, Control Data Corporation. Taught at Temple. (Office Techniques)
- STRITE, RICHARD S., (1966). B.A., Shepherd. Chief, Programming Section, Data Processing Division, Bureau of Accounts and Statistics, Civil Aeronautics Board. Taught at West Virginia High Schools. (Mathematics and Statistics and Office Techniques)
- STROSSNER, RUTH C., (1966). M.A., West Virginia. Biology Teacher, Woodrow Wilson High School. (Biological Sciences)
- SULLIVAN, JAMES K., (1965). LL.M., Columbia (Washington, D. C.). Special Assistant for Industrial Relations, Bureau of Personnel, Post Office Department. (Public Administration)
- SUNDOQUIST, WESLEY B., (1967). Ph.D., Michigan State. Director, Farm Production Economics Division, Economic Research Service, USDA. Taught at Minnesota. (Social Sciences)
- SUTER, GLENN W., (1957). M.S., Virginia Polytechnic Institute. Head, Enumerative Surveys Section, Surveys and Data Division, Statistical Reporting Service, USDA. Taught at Bridgewater and Shenandoah. (Office Techniques)
- SWEENEY, STUART H., (1962). LL.B., George Washington. Attorney, Private Practice. (Social Sciences)
- SZELUGA, RICHARD, (1968). Photographic Technologist, U. S. Army Topographic Command. Taught at U. S. Army Signal School. (Technology)
- TACKMAN, ARTHUR L., (1967). M.S., Ohio State. Director of Personnel, Department of Housing and Urban Development. (Public Administration)
- TAEBER, CONRAD F., (1953). Ph.D., Minnesota. Associate Director, Bureau of the Census, Department of Commerce. Taught at Mount Holyoke. (Social Sciences)
- TAGLIACCOZZO, GIORGIO, (1958). Ph.D., Rome. Writer-Editor, Italian Service, Voice of America, U. S. Information Agency. Taught at Howard, New School for Social Research, New York, and Rome. (Social Sciences)
- TARDIFF, KENNETH D., (1969). B.S., Maine. Systems Engineer, International Business Machines Corp. (Mathematics and Statistics)
- TAYLOR, WILLIAM WILSON, (1961). South Carolina and Parsons School of Design. Chief of Information, National Audiovisual Center, National Archives and Records Service, General Services Administration. Artist. Taught at Abbott Art School, Columbia Technical Institute, and Ennis School of Painting (Eastport, Maine). (Technology)
- TEPPER, MORRIS, (1952). Ph.D., Johns Hopkins. Deputy Director, Space Applications Programs and Director of Meteorology, Office of Space Science and Applications, National Aeronautics and Space Administration. Taught at Brooklyn College. (Physical Sciences)
- TEPPING, BENJAMIN J., (1941). Ph.D., Ohio State. Program Director, Center for Research in Measurement Methods, Bureau of the Census, Department of Commerce. Taught at Michigan, Ohio State, and Pennsylvania. (Mathematics and Statistics)
- TEWINKEL, G. C., (1946). M.C.E., Syracuse. General Engineer, U. S. Coast and Geodetic Survey, Environmental Science Services Administration, Department of Commerce. Taught at George Washington and Maryland. (Technology)
- THACKREY, FRANKLIN, (1950). M.S., Kansas State. Director, Information Division, Consumer and Marketing Service, USDA. (Languages and Literature)
- THATCHER, HELENÉ V., (1964). Diplôme University of Montpellier (France). Taught at American and Ecole Française Internationale. (Languages and Literature)
- THOMPSON, WILLIAM H., (1968). M.S., Georgetown. Instructor, General Linguistics. (Languages and Literature)
- THURSTON, JOHN H., (1943). Ph.D., Harvard. Staff Assistant, Office of the Deputy Administrator, State and County Operations, Agricultural Stabilization and Conservation Service, USDA. Taught at Northwestern. (Public Administration)
- THURSTON, WILLIAM, (1968). Ph.D., Columbia. Assistant to Science Advisor, Office of the Secretary, Department of the Interior. Taught at American, Brown, Columbia, and Louisiana Polytechnic Institute. (Physical Sciences)



- TILLER, CARL W., (1946). M.A., Minnesota. Special Adviser on Budgetary Development, Office of Budget Review, Bureau of the Budget. (Public Administration)
- TITUS, JAMES W., (1963). M.S., Maryland. Consultant, Mechanical Engineering, Radar Division, Naval Research Laboratory, Department of the Navy. (Technology)
- TOLSON, WILEY W., (1962). Ph.D., Georgetown. Research Biochemist, Division of Pharmaceutical Sciences, Bioanalysis Branch, Food and Drug Administration, Department of Health, Education, and Welfare. Taught at Butler Jr. College (Texas). (Physical Sciences)
- TRAHEEN, CONRAD L., (1967). M.A., Oklahoma. Director, Procurement Division, Bureau of Facilities, Post Office Department. Taught at Haskell High School (Oklahoma). (Public Administration)
- TRAYLOR, ELEANOR W., (1966). M.A., Atlanta. Assistant Professor, Montgomery Community College. Instructor, Howard University. Taught at Atlanta, Howard, and Montgomery Community College. (Languages and Literature)
- TREVAS, SIMON H., (1967). LL.B., Brooklyn Law School. Executive Assistant to Chairman, Federal Home Loan Bank Board. (Public Administration)
- TRISLER, WILLIAM F., (1964). M.S. in E.E., U. S. Naval Postgraduate School. Project Engineer, NAVEL-LEX, Department of the Navy. (Technology)
- TRONOLONE, ANDREW JR., (1966). M.B.A., Michigan State. Staff Auditor, Auditor General, U. S. Air Force, Department of the Air Force. (Public Administration)
- TROTT, JAMES H., (1967). B.F.A., Rochester Institute of Technology. Photographic Color Technician, National Geographic Society. Taught at Chamberlain Vocational High School. (Technology)
- TROTT, L. JOHN, JR., (1962). M.S., North Carolina. Teacher, Burgundy Farms Country Day School. Taught at George Washington. (Biological Sciences)
- TROTTER, WILLIAM H., (1965). M.A., New York. Export Plans Officer, Office of International Trade Promotion, Bureau of International Commerce, Department of Commerce. Taught at George Washington, Maryland, and Rutgers. (Social Sciences)
- TROTTNOW, MARCELLA E., (1962). B.A., University of Northern Iowa. Teacher, Montgomery Blair High School (Maryland). (Office Techniques)
- TYNDALL, GENE R., (1968). M.B.A., George Washington. Member of Technical Staff, Research Analysis Corporation. (Office Techniques)
- UHLIG, CARL E., (1969). B.S., Texas. Senior Instruction Specialist, Postal Service Institute, Post Office Department. Taught at American and Ohio State. (Committee on Correspondence Study and Extension Education)
- UPCHURCH, M. L., (1968). Ph.D., Wisconsin. Administrator, Economic Research Service, USDA. Taught at Oregon State. (Social Sciences)
- URBAN, FRANCIS S., (1967). M.A., Strausbourg (France). Economist, Foreign Regional Analysis Division, Economic Research Service, USDA. Taught at Albuquerque, Rangoon (Burma), Santa Fe, and St. Patrick (Pakistan). (Mathematics and Statistics)
- UYEDA, SUSUMU, (1967). M.A., American. Assistant Director, Office of Policy and Special Studies, General Accounting Office. (Public Administration)
- VALLIERES, VINCENT B., (1957). National Conference of Christians and Jews. Instructor, Department of the Army. (Office Techniques)
- VAN DERSAAL, WILLIAM R., (1957). Ph.D., Pittsburgh. Deputy Administrator for Management, Soil Conservation Service, USDA. Taught at Pittsburgh. (Office Techniques and Public Administration)
- VAN LOWE, WILLIAM T., (1967). B.S., American. Chief, Allotments and Control Branch, Budget Division, Consumer and Marketing Service, USDA. (Office Techniques)
- VAN SWEDEN, LINDA, (1968). B.A. Arch., Michigan. Architect, Urban Planner. (Technology)
- VECCCHIETTI, GEORGE J., (1968). LL.B., Catholic. Director of Procurement, Headquarters, National Aeronautics and Space Administration. (Public Administration)
- VIBBARD, WARREN J., (1967). B.A., Hobart. Executive Assistant, Bureau of Aviation Safety, National Transportation Safety Board, Department of Transportation. Taught at Hobart. (Office Techniques)
- VINER, JOHN G., (1969). M.S. in C.E., Illinois. Structural Research Engineer, Office of Research and Development, Bureau of Public Roads, Department of Transportation. Taught at Maryland. (Technology)
- VOOKLY, WILLIAM A., (1954). Ph.D., Princeton. Assistant Director, U. S. Bureau of Mines, Department of the Interior. Taught at Kenyon. (Social Sciences)
- VON ECKARDT, WOLF, (1967). Architectural Critic, *The Washington Post*. (Technology)
- VON LUTTICHAU, CHARLES V. P., (1957). M.A., American. Senior Historian, Office of the Chief of Military History, Department of the Army. Taught at Foreign Service Institute. (Language and Literature)
- WAGNER, GLENN D., (1955). M.A., Syracuse. Division of Management Systems, Consumer Protection and Environmental Health Service, Department of Health, Education, and Welfare. (Office Techniques)
- WAGNER, PETER, (1967). Ph.D., New School for Social Research. Senior Economist, National Planning Association. Taught at American, George Washington, and New School for Social Research. (Social Sciences)
- WAKSBERG, JOSEPH, (1964). B.S., College of City of New York. Chief, Statistical Methods Division, Bureau of the Census, Department of Commerce. (Mathematics and Statistics)
- WANN, MARIE D., (1959). Ph.D., Columbia. Statistician, Office of Statistical Standards, Bureau of the Budget. Taught at American, George Washington, New York, Queens, and Seton Hall. (Mathematics and Statistics)
- WARNCKE, LUCILLE O., (1965). B.A., George Washington. Taught at Educational Center, International Business Machines Corp. (Mathematics and Statistics)
- WARTERS, ROBERT L., (1968). Nav. E., Massachusetts Institute of Technology. Lieutenant Commander, Office of Chief of Naval Operations, U. S. Navy. (Technology)
- WATERS, DONALD J., (1963). M.F.A., Catholic. Taught at Catholic. (Technology)
- WATSON, WILLIAM F., (1968). B.A., Rochester. Washington Representative, Eastman Kodak. (Technology)
- WATTS, JOHN A., (1955). B.S., Virginia. Director of Civilian Personnel, Department of the Air Force. (Public Administration)
- WEAVER, DAVID O., (1965). D.Ed., Oklahoma Agricultural and Mechanical. Director of Education, Federal Deposit Insurance Corporation. Taught at Colorado, Our Lady of the Lake, and Virginia. (Committee on Academic Excellence)
- WEEKS, WILLA B., (1961). B.A., North Texas State. Telephone Standards Division, Rural Electrification Administration, USDA. Taught at Americano Venezolano (Caracas), Strayer, and Texas Public Schools. (Languages and Literature)
- WEGGEL, HAROLD A., (1966). M.S. C.E., Michigan. Civil Engineer, Technical Advisory Staff, Power Supply Division, Rural Electrification Administration, USDA. (Technology)
- WEINSTEIN, SIDNEY, (1965). M.A., Columbia. Deputy Assistant Commissioner-Administration, Federal Supply Service, General Services Administration. Taught at Pace. (Social Sciences)
- WEISS, MARTIN, (1964). Ph.D., Michigan. Head, Geoscience Branch, National Oceanographic Data Center. Taught at Michigan. (Physical Sciences)
- WEISS, MARTIN G., (1951). Ph.D., Iowa State. Assistant to Deputy Administrator, Agricultural Research Service, USDA. Taught at Iowa State. (Biological Sciences)
- WEISSLER, ALFRED, (1961). Ph.D., Maryland. Assistant Director, Bureau of Science, Food and Drug Administration, Department of Health, Education and Welfare. Adjunct Professor in Chemistry, American University. Taught at Maryland. (Physical Sciences)
- WEITHONER, CHARLES E., (1969). M.P.A., St. Louis. Deputy Director of Personnel, Department of Transportation. (Public Administration)

- WESELY, EDWIN F. JR., (1969). B.A., Amherst. Historian, C. and O. Canal, Great Falls, Maryland, National Park Service, Department of the Interior. Taught in Montgomery County Public Schools. (Biological Sciences)
- WESP, WILLIAM H., (1968). B.A., American. Chief, Compensation and Executive Staffing, Office of Personnel and Training, Office of the Secretary, Department of Transportation. (Public Administration)
- WEST, QUENTIN M., (1957). Ph.D., Cornell. Director, Foreign Regional Analysis Division, Economic Research Service, USDA. Taught at Cornell. (Mathematics and Statistics and Social Sciences)
- WEST, ROBERT H., (1964). Director, Office of Personnel, Small Business Administration. (Committee on Correspondence Study and Extension Education)
- WEXLER, BERNARD, (1968). LL.B., Pennsylvania. Special Counsel, Division of Corporate Regulation, Securities and Exchange Commission. (Social Sciences)
- WHELAN, JOSEPH G., (1967). Ph.D., Rochester. Specialist in Soviet and East European Affairs, Foreign Affairs Division, Legislative Reference Service, Library of Congress. Taught at Rochester. (Social Sciences)
- WHITE, ALLAN W., (1969). Supervisory Budget Analyst, Budget Planning and Presentation, Department of State. (Office Techniques)
- WHITE, BENNETT S., JR., (1938). Ph.D., Harvard. Director, Economics Marketing and Rural Development Division, Cooperative State Research Service, USDA. Taught at George Washington, Kentucky, and Virginia. (Social Sciences)
- WHITE, ELMO J., (1955). Chief, Art and Graphics Division, Office of Information, USDA. (Committee on Information)
- WHITE, ROBERT K., (1965). Ph.D., Texas. Bellcomm, Inc. Taught at Texas Technological. (Social Sciences)
- WHITENACK, DAVID S., (1965). B.S., Pennsylvania State. Land Rights Specialist, Administrative Services Division, Soil Conservation Service, USDA. (Biological Sciences)
- WHITTEN, CHARLES A., (1965). S.C.D., Carthage. Chief Geodesist, Geodesy-Photogrammetry, U. S. Coast and Geodetic Survey, Environmental Science Services Administration, Department of Commerce. (Technology)
- WIENER, HARRY J., (1967). Visual Information Officer, Health Services and Mental Health Administration, Public Health Service, Department of Health, Education, and Welfare. (Technology)
- WILKINS, PAUL E., (1960). B.S., Pennsylvania State. Engineering Physicist, General Manager, Instrument Division, Hazleton Laboratories. Taught at National Bureau of Standards Graduate School. (Physical Sciences)
- WILL, JOHN, (1965). B.A., Redlands. Director of Personnel, Office of the Secretary, Department of Commerce. (Special Program)
- WILLETT, JOSEPH W., (1966). M.S., Kentucky. Deputy Director, Foreign Regional Analysis Division, Economic Research Service, USDA. (Social Sciences)
- WILLEY, EDWARD G., (1966). Computer Specialist, Federal Highway Administration, Department of Transportation. (Mathematics and Statistics and Office Techniques)
- WILLIAMS, LEWIS H., (1968). B.S., Ohio State. District Conservationist, Soil Conservation Service, USDA. (Biological Sciences)
- WILLIAMSON, L. DON, (1965). Northwestern Business College. Director, Division of Administrative Services, Forest Service, USDA. (Public Administration)
- WILLING, ROBERT P., (1963). B.A., Harvard. Chief, Division of Technical Reports, Bureau of Mines, Department of the Interior. (Committee on Publications)
- WILSON, EDWARD F., (1960). M.A., American. Deputy Assistant Administrator-Electric, Rural Electrification Administration, USDA. (Public Administration)
- WILSON, HAROLD K., (1966). LL.B., Oklahoma. Tax Manager, Arthur Young and Company. (Public Administration)
- WILSON, RUEL L., (1968). M.S., Clemson. Biometrical, Biometrical Services, Agricultural Research Service, USDA. (Mathematics and Statistics)
- WINOKUR, ROBERT S., (1966). B.S., Rensselaer Polytechnic Institute. Oceanographer, Acting Branch Head, Acoustical Oceanography Branch, U. S. Naval Oceanographic Office, Department of the Navy. (Physical Sciences)
- WITTE, FRED S., (1964). Layton School of Art (Milwaukee, Wisconsin). Press Service Section, Office of Information, USDA. (Technology)
- WITTERS, JOHN W., (1967). B.A., Maryland. Computer Systems Analyst, Analysis and Applications, Federal Deposit Insurance Corporation. (Mathematics and Statistics and Office Techniques)
- WOLFREY, WILLIAM T., (1960). B.S., American. Management Consultant, Executive Management Service. (Office Techniques)
- WOOD, N. O., JR., (1959). Director, Management Operations, Office of the Secretary, Department of the Interior. (Public Administration)
- WOODS, MARK W., (1958). Ph.D., Maryland. Research Biologist (Cytology), Section of Cytochemistry, Laboratory of Biochemistry, National Cancer Institute, National Institutes of Health, Department of Health, Education, and Welfare. Taught at Maryland. (Biological Sciences)
- WOODSROCK, LOWELL W., (1965). Ph.D., Wisconsin. Investigations Leader, Supervisory Plant Physiologist, Market Quality Research Division, Agricultural Research Service, USDA. Taught at Wisconsin. (Biological Sciences)
- WRAY, ROBERT V., JR., (1960). B.S., Maryland. Cartographer, Soil Conservation Service, USDA. (Technology)
- WRIGHT, BRUCE H., (1969). Ph.D., Iowa State. Agricultural Economist, Marketing Economics Division, Economic Research Service, USDA. (Social Sciences)
- WRIGHT, CLAUDE R., (1962). M.S., East Texas State Teachers College. Assistant Chief, Division of Employment and Training, Office of Personnel Management, Office of the Secretary, Department of the Interior. Taught at East Texas State Teachers College and Oklahoma. (Office Techniques)
- WRIGHT, MARSHALL S., JR., (1969). B.S. in Civ. E., Virginia Polytechnic Institute. Taught at Trinity (San Antonio, Texas). (Technology)
- WRIGHT, R. S., (1965). Ph.D., Chicago. Chief, Psychological Sciences Unit, Division of Research Grants, National Institutes of Health, Department of Health, Education, and Welfare. Taught at Howard, Michigan State, and Virginia. (Social Sciences)
- YANIS, EDWARD M., (1966). M.S.E.E., Polytechnical Institute of Brooklyn. Project Engineer, Member of Technical Staff, Military Systems Department, TRW Systems, Inc. Taught at Signal School (Fort Monmouth, New Jersey). (Technology)
- YASKO, KAREL, (1967). B.F.A., Yale. Special Assistant to Commissioner, Public Buildings Service, General Services Administration. Taught at Clemson, Iowa State, Virginia Polytechnic Institute, William and Mary, and Wisconsin. (Technology)
- YATES, ROBERT M., (1969). B.S., Miami (Ohio). Deputy Chief, Administrative Services Division, Office of Management Services, USDA. (Office Techniques)
- YOUNG, JOHN D., (1948). M.S., Syracuse. Director, Economics, Science, and Technology Division, Bureau of the Budget. Taught at Florida State and George Washington. (Special Program)
- ZELLER, LOUIS, (1961). Systems Analyst, Division of Research and Statistics, Federal Reserve Board. (Mathematics and Statistics)
- ZISMAN, JOSEPH, (1968). Ph.D., Columbia. Supervisory Statistician, Office of Actuary, Bureau of Retirement and Insurance, Civil Service Commission. (Public Administration)



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